

(Price: Rs. 100/-)

**TENDER FOR**  
**SUPPLY OF ELECTRONIC BALANCE**  
**AT**  
**ARID FOREST RESEARCH INSTITUTE,**  
**JODHPUR**

**Last Date & Time of Submission of Tender : 18-09-2014 at 3.00 PM**

**Date & Time of Opening of the Tender : 18-09-2014 after 4.00 PM**

**Arid Forest Research Institute**  
**P.O.: Krishi Upaz Mandi, Bhagat Ki Kothi**  
**New Pali Road, Jodhpur 342 005 (Rajasthan)**

(Forwarding letter for supply of Tender form to Applicants by post)

**Arid Forest Research Institute**

P.O.: Basni Krishi Mandi,  
New Pali Road Jodhpur 342 005 (Rajasthan)

No. / AFRI /Pur/Silvi/3(22)/2014-15

Dated: , 2014

To,

M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub: Tender for supply of ELECTRONIC BALANCE at AFRI, Jodhpur - reg.

Last Date & Time of Submission of Tender	: 18-09-2014 at 3.00 PM
Date & Time of Opening of the Tender	: 18-09-2014 after 4.00 PM

**Dear Sir,**

With reference to your application dated \_\_\_\_\_ and tender fee of Rs.100/- (Rupees One Hundred Only) deposited vide Cash Receipt No. \_\_\_\_\_ dated \_\_\_\_\_, please find enclosed herewith a copy of Tender Document for necessary action from your end. You are requested to submit tender complete in all respect after going through all the terms and conditions of the Tender Document.

**Yours faithfully**

Encls:- As above.

**Purchase Officer,**  
AFRI, Jodhpur.

**FORWARDING LETTER**  
(To be filled in by the tendering Party)

To,

The Director,  
Arid Forest Research Institute,  
P.O. : Krishi Upaz Mandi, Bhagat Ki Kothi,  
New Pali Road,  
Jodhpur – 342 005 (Rajasthan)

Sub: Tender for supply of ELECTRONIC BALANCE at AFRI, Jodhpur - reg.

Ref: Your Tender Notice dated

Sir,

We are submitting herewith our tender for supply of ELECTRONIC BALANCE at Arid Forest Research Institute (AFRI), Jodhpur as specified in the tender document. We have read and understood all the terms and conditions as specified in the tender. We hereby agree to abide by these terms and conditions.

We are endorsing a receipt No. \_\_\_\_\_ dated \_\_\_\_\_ as a proof of having purchased the non-transferable tender form.

We are submitting our rates for the following item(s) of Material/work-

S. N.	Name of equipment	Make/ Model	Rates Quoted (Rs)
1.	Supply of ELECTRONIC BALANCE		

Accordingly, we are enclosing herewith our EMD in the form of Bank Draft number \_\_\_\_\_ dated \_\_\_\_\_ for Rs \_\_\_\_\_ Payable to the Director, Arid Forest Research Institute, Jodhpur at Jodhpur.

All pages of the tender document along with the ‘Terms and Conditions’ contained herewith have been duly signed.

Yours sincerely,  
Stamps and Signature of the authorized signatory

ARID FOREST RESEARCH INSTITUTE, JODHPUR  
TENDER FORM – 'A'

<b>1.</b>	Tenderer's Name & Address (IN BLOCK LETTERS)	
<b>2</b>	C.S.T. / R.S.T./TIN No.	

3. Specification and Details:- Please refer to Appendix -I on Next page

In words Rupees. \_\_\_\_\_

Tenderer's Signature with date & Seal

F.O.R.: Arid Forest Research Institute, Jodhpur- 342 005 (Rajasthan).

(a) Whether It will be possible to supply the item with exemption of excise duty yes/No

(b) Custom duty: as applicable to the research Institutes: Yes/ No

4. Details of Earnest Money (EMD):

Amount Rs. \_\_\_\_\_ Bank Draft/ Bankers Cheque No. : \_\_\_\_\_

Name of Bank \_\_\_\_\_ Dated : \_\_\_\_\_

I accept the terms and conditions given in the tender form.

Date : \_\_\_\_\_

Place : \_\_\_\_\_

Tenderer's Signature with date & Seal

**ANNEXURE-I****Specifications:- Electronic balance**

S. No.	Particulars of Equipment	Qty. of Purchase	Rate Quoted (Rs.)
01	<p><b>ELECTONIC BALANCE</b></p> <p>Top loading analytical electronic balance with pan size pan app.100mm X 100mm weighing capacity 400gm. Minimum display 0.001gm. Quick response, stability against temperature change and outstanding durability, Motor-driven built-in calibration weight and fully-automatic calibration functions, Connectivity RS232 interface for connection to PC or printer with draft shield and standard accessories, instruction manual</p>	01	

Tenderer's Signature with date &amp; Seal

## TERMS AND CONDITIONS

### 1. Obtaining of Tender Form

- (a) Tender form along with detailed specifications may be obtained from the Purchase Officer, Arid Forest Research Institute, P.O. : Krishi Upaz Mandi, Bhagat ki Kothi, New Pali Road, Jodhpur – 342 005 on payment of Rs.100/- either in cash or by crossed Bank Draft / crossed Indian Postal Order payable to the Director, Arid Forest Research Institute, Jodhpur. In case of request to supply tender form by post additional Rs. 50/- may be provided as postal charges. Fee of tender form is not refundable.
- (b) Sale of tender form : **18-09-2014 to 3.00 P.M.**
- (c) Last date and time for receipt of completed tenders : **18-09-2014 up to 4.00 PM (Till opening the tender)**
- (d) Opening of Tender : **Same day**
- (e) AFRI shall not be responsible for any postal delays, whether in sending tender through post or courier. No plea for tender reaching late due to accident, traffic jam etc. shall be entertained.

### 2. Submission of Tender

- (a) The complete tender should reach the office of the Director, Arid Forest Research Institute, Jodhpur within the due time and date prescribed. We shall not be responsible for any postal or courier delays. Tenders received after the due time and date shall not be accepted or entertained because the tender box shall be closed and sealed immediately after due time on the due date. No plea for delay of a minute or two shall not be entertained. Tendering parties are, therefore, advised to deposit their tenders well before closing time.
- (b) Complete tenders shall contain following documents:
- Dully filled in tender booklet
  - EMD in form of bank draft only
  - The documents of this tender
  - Receipt of foil issued by this office as proof of having purchased the tender document booklet and
  - A covering letter on tendering parties authorized letterhead with their complete address together with telephone and fax numbers.
  - Documentary proof in support of the claim of the execution of similar works in the past.
- (c) All these should be secured fully and put into a sufficiently large envelope. The envelope be sealed and super-scribed with,

### **“Tender for supply of ELECTRONIC BALANCE to be opened on 18-09-2014”**

- (d) The envelop containing the completed tender should be addressed to, The Director, Arid Forest Research Institute, P.O.: Krishi Upaj Mandi, Bhagat ki Kothi, New Pali Road, Jodhpur 342 005.

### 3. Qualification for Tendering:

Firms having certificate for supply of such items/equipments may submit the tender. Necessary documentary proof in support of the supply of such items/ equipments in the past shall be enclosed with the tender document.

### 4. Earnest Money Deposit:

- (a) Tenders shall be accompanied with refundable Earnest Money Deposit (EMD) @ 02% of Quoted value in the form of a Bank Draft or pay order payable to the Director, Arid Forest Research Institute, Jodhpur at any scheduled bank located at Jodhpur.
- (b) In case firm/supplier quotes rates for more than one item, EMD should be submitted separately for each item.
- (c) On finalization of the tender EMD submitted by all unsuccessful Tenders shall be returned forthwith.
- (d) In case the value of goods up to Rs. 50,000/- the EMD of successful bidder will be returned to him after completion of one year or warranty period, whichever become later. No interest is payable on EMD.
- (e) Successful bidder has to deposit 05% amount of order cost as Performance Security in the form of Demand Draft payable to Director, Arid Forest Research Institute, Jodhpur for goods costing above Rs. 50,000/-, which will be returned to him after completion of one year or warranty period, whichever become later. No interest is payable on Performance Security. Earnest money can be adjusted as Performance Security on request of the bidder.

### 5. Opening of Tenders

- (a) Tenders shall be opened in the office of the Director, AFRI, Jodhpur after 4.00 PM on 18-09-2014.
- (b) Tenders shall be opened in the presence of the representatives of the tendering parties, who wish to remain present.
- (c) Tenders shall be read out one by one. Polite queries about rates etc. can be re-read on request. Parties are however to desist from making any comments.
- (d) Representatives of tendering parties are requested to be available at Jodhpur for any clarification that may be necessary eventually.

### 6. Director, AFRI reserves the right to:

- i. Accept or reject a whole or any part of any offer,
- ii. Reject all or any offer partly or wholly,
- iii. Cancel or withdraw the tender notice,
- iv. Reject or accept any tender or part thereof,
- v. Accept or reject any deviation from these conditions without assigning any reason.

## **7. Procedure for filling in the Tender Form:**

- (a) Tender should be neatly typed or hand written. Rates for supply of the item/equipment at Arid Forest Research Institute, Jodhpur shall be quoted at the designated places at page No. 4 of the tender document. Summary of the rates shall be mentioned at page No. 3 also. Overwriting in tender is strictly forbidden, and tenders containing doubt figures will be rejected. Cutting and corrections in the tender should be attested by the tenderer with date and full signature. Tender must be submitted in prescribed forms failing which they are liable to be rejected.
- (b) Tender submitted on plain paper or unauthorized copies of our tender document booklet will be invalid and shall be summarily rejected.  
NB: Quoting / quoting options on a photocopy of the tender form are also not allowed. The tendering parties risk disqualification and forfeiture of the EMD if this condition is violated.
- (c) Any tender that fall short of these specifications shall be rejected summarily.

## **8. Validity of Offer**

- (a) Offer(s) made in the tender shall have to be valid for acceptance for a period of six months from the date of the opening of Tender.
- (b) Any unsolicited correspondence after the last date and time for receipt of tenders is liable to render the tender/ offer as invalid. Tendering parties are, therefore, advised in their own interest, to desist from filling any uninvited correspondence after the notified time.
- (c) Tender Document booklet is non-transferable. Parties purchasing one tender Document Booklet should be the same as the ones filling a completed tender or making the offer.
- (d) All offers have to be made clearly in English or Hindi. There should be no cuttings. If a striking out is resorted to, it should be duly signed.
- (e) No alterations or amendments shall be allowed after opening of the tenders.
- (f) Offers submitted by telex, telegram or fax shall not be considered.
- (g) For a tender to be valid, the individuals signing the tender document must specify whether they are signing as a sole proprietor/manufacturers/partners/ attorney (with proof provided) or as authorized dealers /representative (with proof provided). Tenders not accompanied with letters of authority, in cases required, are liable to be rejected.

## **9. Execution of the supply by the successful tenders:**

- (a) On receipt of the supply order, the party (firms) has to supply the item/equipment within the time stipulated in the order otherwise EMD will be forfeited and firm can be blacklisted.
- (b) Payment shall be made only after satisfactory installation of the supplied item/equipment.
- (c) The AFRI reserves the right to place the order on any tender in whole or in part, so also split the order between one or more than one tenders.



10. The item/equipment must be executed as per specification mentioned in tender form as well as in the supply order. The Director, AFRI reserves the right of non-acceptance of items, which are not found as per specifications. The parts fitted in equipment/instrument will be new one.
11. It is understood that the tender document has been issued to the tender and tenders is being permitted to tender, in consideration of the stipulation on his part that after submitting his tender, he will not resale from his offer or modify the terms or condition thereof. If the tender fail to observe and comply with his offer, EMD submitted by him shall be forfeited to the Arid Forest research Institute, Jodhpur.
12. In the event of the space on the schedule form being insufficient for the required purpose, additional pages may be added. Each such additional page must be numbered consequently, bearing the tender number and be fully signed by the tenderer. In such cases reference to the additional pages should be added in the tender form.
13. Individual, who is signing the tender and other documents connected with a tender must specify whether he signs as-
  - i. A sole proprietor of the firm or a constituted attorney of such sole proprietor.
  - ii. A partner of the of the firm if it be a partnership, in which case he must have authority to refer to arbitration on dispute concerning the business of the partnership either by virtue the partnership agreement or a power of attorney.
  - iii. Constituted attorney of the firm if it is a company.  
N.B.I: Power of Attorney, in either case attached by a Notary Public should be furnished unless the same has been previously furnished to Arid Forest Research Institute as affidavit on stamped papers of all the partners admitting execution of the partnership agreement of the general power of attorney should be furnished.
  - iv. In cases of partnership firms, where no authority to refer dispute concerning the business of the partnership has been confirmed on any partner, the tender and all other related documents must be signed by each partner of the firm.
  - v. A person signing the tender form or any document forming part of the contract on behalf of another shall be deemed to warranty that he has authority to do so.
14. Tenders are at liberty to be present or authorize a representative to be present at the opening of the tender **on 18-09-2014 after 4.00 PM**. The name and address of the representative who would be attending the opening of the tenders on your behalf shall be indicated in your tender. Please also state the name and address of your permanent representative, if any.
15. The percentage of reduction on higher demand should also be quoted so that an order to that extent can be placed with the tenderer.
16. Tenderer should specify the dates by which he can guarantee for the supply of the item as specified in the tender.
17. After receiving the order of the institute for supply of the item/equipment, a letter of acceptance of the supply of the item/equipment within the stipulated period shall be communicated immediately telegraphically and with a formal letter of acceptance. In absence of confirmation tender may be given to next party.
18. The AFRI reserves the right to place order on the successful tender for an additional quantity of similar item/equipment at the rates quoted. Tenderer(s) are bound to accept

order for additional quantity under this clause only if the order is placed within six month from the date of issue of first supply order.

19. Bank commission charged for demand draft will be borne by the respective firm/firms and the same amount will be deducted from their payment.
20. In case the tenderer(s) fail to intimate the supply date within seven days from the receipt of the supply order, he shall be deemed to have agreed to supply the stores within work completion date stipulated therein, time being, the essence of this offer. His failure to deliver the stores within the stipulated period shall entitle the competent authority to get the item/equipment supplied from next higher bidder and recover the difference of cost from defaulter.
21. In case the supply order is not executed within the validity period and it appears that unnecessary delays are made on the part of the supplier, the Director, AFRI will be at liberty to impose penalty up to 10% of the cost of the supply order and deduct the amount of penalty from the bill.
22. The documentary evidences/certificates of the successful completion report from various Government departments and private firms of repute should be enclosed with the tender form.
23. In case of the forgery and/or execution of substandard quality work appropriate action may be taken against the firm and firm can be blacklisted.
24. Failure to supply the item/equipment within the stipulated period shall result in automatic cancellation of the order unless extended by the Director, AFRI, Jodhpur.
25. Extension of date of the supply can be granted in deserving cases without imposing any penalty. The decision based on valid evidence shall be taken on merits of the case.
26. In case of breach of any terms and conditions stated above by the contractor, the Director, AFRI, Jodhpur is empowered to impose penalty and/or blacklist the firm and/or forfeit the earnest money.
27. In case item/equipment is related with foreign money exchange, the same should be mentioned clearly in the tender.
28. All pages of the tender documents together with the copy of 'Terms and condition' contained in the tender booklet must be signed by the tenderer. Otherwise tender will be rejected.
29. Acceptance signing of the tender form and the detailed terms and conditions shall be deemed as the final acceptance of these terms and conditions.

Director,  
Arid Forest Research Institute,  
Jodhpur- 342 005 (Rajasthan).

**CERTIFICATE OF ACCEPTANCE OF THE TERMS AND CONDITIONS**

I/ We have read and fully understood the terms and conditions as laid down above in respect of the tender for supply of ELECTRONIC BALANCE at Arid Forest Research Institute, Jodhpur due to be opened on **18-09-2014 after 4.00 p.m.**

**I / We agree to abide by the same.**

**I/We have signed all the pages of the tender document booklet as laid down.**

Signature and Seal of the  
Tendering party or his Authorized Signatory

Dated : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

Telephone No. : \_\_\_\_\_