



**CENTRAL AVIAN RESEARCH INSTITUTE**  
**IZATNAGAR-243 122, Bareilly U.P. (INDIA)**  
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**Phone No. +91581-2303223,2300204,2301220,23010206**  
**Email :cari\_director@rediffmail.com**



## **TENDER FORM**

No.F.

Dated :

To,

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Subject-----

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, otherwise your tender will not be entertained.

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.

Each column/ blank be filled properly and every papers/documents enclosed with bid documents must be signed /stamped by the authorized signatory of the firms/Company.

Instructions to Bidders (ITB ) and General Condition of Contract(GCC) may not be sent alonwith 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,

**Incharge Stores/  
Asst. Adm. Officer**

(2)

Part -1 of Schedule of Requirements (Section-IV)

**Schedule-I**

Sl. No.	Brief description of goods	Accounting unit	Quantity	Delivery Schedule

Amount of Bid Security: .....

**TECHNICAL SPECIFICATION:-**

(3)

**SCHEDULE OF REQUIREMENTS (SECTION-IV)**

1. Name of the Purchaser – **The Director,  
Central Avian Research Institute, Izatnagar**
2. Purchaser’s mailing address – **Incharge Stores/Asst. Adm. Officer  
Central Avian Research Institute,  
Izatnagar-243 122, (U.P.)**
3. **Preparation of Bids-----**
  - I. Price Structure -- FOB port of Shipment/FOR, CARI, Izatnagar
  - II. Language of Bid- English
  - III. List of reputed customers/clients to whom supply has been made during last two years, may be supplied, if any.
  - IV. The amount of Bid Security- Amount as per IFB.
  - V. The bid security must be valid 180 days.

4. **Submission of Bids-----**
  - (i) Number of copies required is **one**
  - (ii) Address for submission of bids, to be given on the envelope is-

**Incharge Stores/Asst. Adm. Officer,  
Central Avian Research Institute,  
Izatnagar-243 122 (U.P.)**

(iii) **Time & Date of bid opening are-----**

(iv) **Deadline for submission of bids is -----(hours) on-----**

(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” & Commercial (Price) Bid”** should be kept separately in two different sealed envelopes, Superscripted thereon **Technical Bid** and **Price Bid** with in a larger Sealed Packet/ envelope. The larger outer cover should indicate Tender Number, Name of the equipment and opening date on the top of the right hand corner.

(4)

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

**Technical Bid**

1. Detailed specifications of the equipments/goods to be supplied. **Only one make /Model be quoted** and no alternative make/model will be considered.
2. Product Literature/leaflets.
3. Bid Security.
4. Manufacturing certificate if bidder is manufactures.
5. Authorization certificate in case bidder is agent/dealer of the manufactures.
6. Certified copy of PAN/ITCC issued by Deptt. of Income Tax.
7. Documents showing capability to carry out supplier's maintenance, repair & spare parts stocking obligations
8. Certified copy of Sales Tax/CST clearance certificate.
9. Indian agent- in case of foreign Principal (manufacturing) should be enlisted with D.G.S.& D, New Delhi and enclose copy of registration certificate.
10. Duly completed Questionnaires.

**Price Bid:**

1. Price schedule duly completed enclosed with bidding documents.
2. Proforma Invoice from foreign principal.
3. A list giving full particulars including available sources and current prices of all spare parts, special tools etc. valid for a period of two years following commencement of use of equipments.
4. Cost of Annual maintenance charge for next 5 years after expiring of warranty period.
5. Warranty of the equipment should be at least 12 months.
6. Prices should be valid at least 120 days from the date of opening of bid.
7. The bidder should indicate the name of their banker with account number.

**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 despatched 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 purchaser. However, price on C.I.F., New Delhi Airport may also be quoted 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 of the equipment.
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/ machines 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 FOB Airport/CIF destination (IGI Airport, New Delhi, India)
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 license fee & other levies imported outside India and within India in case of local supplier.

(6)

**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 acceptance .....days
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.  
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  - (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  
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  - (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.  
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(7)

(d) Are you registered under the Indian Companies Act, 1956 or any other Act?  
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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.  
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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,  
CENTRAL AVIAN RESEARCH INSTITUTE  
IZATNAGAR UP. 243 122 (BAREILLY)**

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 ..... 200 .....

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



**SECTION VII/3**

**MANUFACTURER'S AUTHORISATION FORM**

To,

The Director  
CARI, Izatnagar

(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,

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[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.

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

1	2	3	4						5	6	7
			<b>Price per unit</b>								
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	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**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>				<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
				<b>Price per unit</b>								
Schedule No.	Item Description	Country of origin	Accounting unit & Quantity	Unit price FOB port of loading	Unit price CIF 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+c+d]	Total price	Indian agent's name	Indian agent's commission as a % of FOB 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:

**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 in Section VII.
- III. Indian agent's commission shall be paid in Indian Rupees only. No. change due to exchange variation shall be allowed.

**MASTER CIRCULAR  
GUARANTEES & Co. ACCEPTENCES  
(Vide Paragraph 2.8)**

**GUARANTEE BOND**

1. In consideration of the President of India (hereinafter called “the Government”) having agreed to exempt \_\_\_\_\_[hereinafter called “the said Contractor(s)”] from the demand, under the terms and conditions of an Agreement dated \_\_\_\_\_made between \_\_\_\_\_ and \_\_\_\_\_for \_\_\_\_\_(hereinafter called “the said Agreement”), of security deposit for the due fulfillment by the said Contractor(s) of the terms & conditions contained in the said Agreement, on production of a bank Guarantee for Rs. \_\_\_\_\_(Rupees \_\_\_\_\_only) We, \_\_\_\_\_ (hereinafter referred (indicate the name of the bank) to as “the Bank”) at the request of \_\_\_\_\_[contractor(s)] do hereby undertake to pay to the Government an amount not exceeding Rs. \_\_\_\_\_against any loss or damage caused to or suffered or would be caused to or suffered by the Government by reason of any breach by the said Contractor(s) of any of the terms or conditions contained in the said Agreement.

2. We \_\_\_\_\_(indicate the name of the bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the Government stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Government by reason of breach by the said contractor(s) of any of the terms or conditions contained in the said Agreement or by reason of the contractor(s)’ failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. \_\_\_\_\_.

3. We undertake to pay to the Government any money so demanded notwithstanding any dispute or disputes raised by the contractor(s)/supplier(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment thereunder and the contractor(s)/supplier(s) shall have not claim against us for making such payment.

4. We, \_\_\_\_\_(indicate the name of bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the Government under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till \_\_\_\_\_ Office/Department/Ministry of \_\_\_\_\_certifies that the terms &

conditions of the said Agreement have been fully and properly carried out by the said contractor(s) and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the \_\_\_\_\_ we shall be discharged from all liability under this guarantee thereafter.

5. We, \_\_\_\_\_ (indicate the name of bank) further agree with the Government that the Government shall have the fullest liberty without our consent and without effecting in any manner our obligation hereunder to vary any of the terms & conditions of the said Agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Government against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of the Government or any indulgence by the Government to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
6. This guarantee will not be discharged due to the change in the constitution of the bank or the Contractor(s)/Supplier(s).
7. We, \_\_\_\_\_ (indicate the name of bank) lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Government in writing.
8. Dated the \_\_\_\_\_ day of \_\_\_\_\_ for \_\_\_\_\_ (indicate the name of the bank).