



ICAR -CENTRAL AVIAN RESEARCH INSTITUTE
Izatnagar - 243 122, Bareilly U.P. (INDIA)



F.No. 4-7/ST/2015-16

Date: 18.11.2015

TENDER - NOTICE

On behalf of Secretary, ICAR, the Director, ICAR-CARI, Izatnagar invites sealed tenders from the manufacturers/authorized dealers of the scientific equipments etc. The tender form can be obtained from the Store Section, ICAR-CARI, Izatnagar on any working day during office hours upto 21.12.2015. The last date of submission of tender is 22.12.2015 upto 11.00 AM with opening at 11:30 AM on 22.12.2015. The detailed information of Tender Form alongwith terms & conditions and technical specifications can also be downloaded from our Institute's website www.icar.org.in/cari/index.html.

The competent authority of this Institute reserves the right to accept or reject any or all the tenders without assigning any reasons thereof.

Sr. Adm. Officer



ICAR -CENTRAL AVIAN RESEARCH INSTITUTE
Izatnagar - 243 122, Bareilly U.P. (INDIA)

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No.4-7/ST/2014-15

Date: 18.11.2015

INVITATION FOR BIDS (IFB)

On the behalf of Secretary, ICAR, the Director, ICAR-Central Avian Research Institute, Izatnagar invites sealed tenders under two bids system (for sl. no. 01-07)& single bid system (for sl. no. 08-09) from manufacturers/authorized dealers for the purchase of Scientific equipments as listed below.

Sl. No.	Name of the equipment & File No.	Qty.	F.O.R.	Earnest Money Deposit(EMD) in Rs.	Tender/ Bid Type
1.	Soxtec Apparatus F. No.4-18/ST/14-15	01	F.O.R.,CARI, Izatnagar	24,000.00	Two bid system
2.	Hatcher & Incubator F. No. 7-16/ST/RC/SCG/14-15	01	F.O.R.,Regional CenterCARI, Bhubaneswar	15,000.00	Two bid system
3.	Thermos Cycler (PCR Machine) F.No. CARI/ST/RC/23/R-7/H- 7/15-16	01	F.O.R.,Regional CenterCARI, Bhubaneswar	15,000.00	Two bid system
4.	Bench Top Tissue Homogenizer (Digital) F.No. CARI/ST/RK-4/H-4 /16/15-16	01	F.O.R.,CARI, Izatnagar	4,000.00	Two bid system
5.	Bio Safety Cabinet F. No. 6-13/ST/DBT/AB/15-16	01	F.O.R.,CARI, Izatnagar	11,500.00	Two bid system
6.	CO2 Incubator F. No. 6-18/ST/DBT/AB/15-16	01	F.O.R.,CARI, Izatnagar	9000.00	Two bid system
7.	Table Top Centrifuge F. No. 6-16/ST/DBT/AB/15-16	01	F.O.R.,CARI, Izatnagar	14,000.00	Two bid system
8.	Deep Freeze (-20°C Vertical Type) F. No. 6-14/ST/DBT/AB/15-16	01	F.O.R.,CARI, Izatnagar	4,000.00	Single bid system
9.	Cooking Range F.No. CARI/ST/RK-4/H-4 /21/15-16	01	F.O.R.,CARI, Izatnagar	No EMD	Single bid system

The tender form along with specification & terms & conditions etc. in respect of the above equipments may be obtained from the Store Section, ICAR-CARI, Izatnagar for each equipment on any working day during office hours upto 21.12.2015.

The complete tender documents/form may also be downloaded from Institute's website www.icar.org.in/cari/index.html and submit their competitive quotations separately for each

equipment in the prescribed format of tender form (Two bid tender form for sl. No.1-7 or Low value purchase form for sl. No.8-9)available on institute website.The sealed tender/envelope shall be addressed to the Senior Administrative Officer (Stores), ICAR-Central Avian Research Institute, Izatnagar – 243122, Bareilly.

The tender form should be submitted as per following schedule:-

Last date/time of submission of tender/quotation	-	22.12.2015 upto 11.00 AM
Date and time of opening of tender	-	Date Time 22.12.2015 11:30AM

Venue: Committee Room of Administrative Block,
CARI, Izatnagar, Bareilly

The vendors may send duly completed tender form as per instructions contained in the tender documents and terms & Conditions. Incomplete tenders or tenders received after due date &time notified above will not be accepted in any circumstance and liable to be rejected. Besides the other documents, the tender must be accompanied with Earned Money Deposit (EMD)in the shape of TDR/FDR obtained from any commercial bank having validity minimum 180 days in favour of ICAR unit-CARI, Izatnagar payable at CARI, Izatnagar, Bareilly (U.P) separately in respect of each equipment/goods.

The Director, ICAR-CARI, Izatnagar reserves the right to accept or reject any or all the tenders without assigning any reason thereof. The tender so received shall be opened as per schedule above in the presence of parties who wish to remain present.

Sr. Adm. Officer (Stores)

TERMS AND CONDITIONS FOR SL. NO. 1-7

1. Submit your tender along with prescribed tender form available on institute website. The tender may be submitted separately for each equipment in two parts, first part is commonly known as Technical Bid and second part is Financial Bid. The tender document, specifications contained in the technical bid and price bid to be placed in separate cover and sealed. Both the bids are to be put into bigger cover and superscribed "Tender Enquiry Number and Name of the Equipment etc. at top of the envelope.

(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).

First Part (Envelope) Containing the relevant technical Specification/leaflet including Bid security.

Second part (Envelope) should contain only the price quotations and other relevant documents.

In case technical bids are not found responsive, Price bid will not be opened and liable to be rejected.

2. The tender without the required amount of Bid security and late tenders will not be accepted in any circumstance and liable to be rejected.
3. Conditional and incomplete tenders shall not be entertained in any circumstances and liable to be rejected. The following are the important points, for which a tender may be declared unresponsive and to be ignored, during the initial scrutiny:-
 - (i) The tender is unsigned.
 - (ii) The tenderer is not eligible (Example: The tender enquiry condition says that the bidder has to be a registered SSI unit; but the tenderer is a say, Large Scale Unit)
 - (iii) The tender validity is shorter than the required period.
 - (iv) The tenderer has quoted for goods manufactured by a different firm without the required authority letter from the proposed manufacturer.
 - (v) Tenderer has not agreed to give the required performance security.
 - (vi) The goods quoted are sub-standard, not meeting the required specifications etc.
 - (vii) Against a schedule in the List of Requirement (incorporated in the tender enquiry, the tenderer has not quoted for the entire requirement as specified in that schedule. (Example: In a schedule, it has been stipulated that the tenderer will supply the equipment, install and commission it and also will train the purchaser's operators for operating the equipment. The tenderer has however, quoted only for supply of the equipment).
 - (viii) The tenderer has not agreed to some essential condition(s) incorporated in the tender enquiry. (Example: Some such important essential conditions are-terms of payment, liquidated damages clause, warranty clause, dispute resolution mechanism, applicable law and

any other important condition having significant bearing on the cost/utility/performance of the required goods, etc.

4. Only original and standard product(s) of reputed firm(s)/make with company sealed pack will be accepted.
5. The Indian Agency Commission (if any) should be shown separately in the schedule of rates.
6. Installation to be done within 10 days from the date of issue of our letter for this purpose, failing which liquidation damage clause shall apply.
7. Guarantee/Warranty of the equipment minimum should be 12 month from the date of installation.
8. Charges of the annual maintenance contract for next 05 years after expiring of guarantee/warranty period must be mentioned.
9. The successful tenderers will have to deposit the Performance security @ 05% of the quoted price for the guarantee/ warranty period of the equipment/item within 21 days from the date of issue of Purchase Order, failing which the order will be treated as cancelled and the bidsecurity deposited for the purpose will be forfeited.
10. The validity of tender offer should be at the minimum for 90 days from the date of opening of tender. The quantity/number of equipment/item may be increased or decreased as the case may be.
11. Payment will be made only after successful supply/installation of the equipment/item in the shape of demand draft/sight draft/RTGS only. Complete banking details must be enclosed with the tender documents.
12. Director, CARI reserves the right to accept or reject any one or all tender(s) without assigning any reason thereof and his decision will be final in this regard.
13. Proforma Invoice of Principal manufacturer, if any, must be attached alongwith tender.
14. Detailed specifications of the equipment/goods to be supplied, only one make/model be quoted and no alternative make/model will be considered.
15. Product Literature/Leaflets should be essentially attached with the tender document (technical bid).
16. Duly completed Questionnaires.
17. Certified copy of PAN/ITCC issued by Dept. of Income Tax.
18. Certified copy of Tin Number/CST registration/clearance certificate.
19. Illustrated Catalogues of the equipment to be submitted with the tender.

TERMS AND CONDITIONS FOR SL. NO.8-9

1. Submit your tender along with the prescribed tender form (LVP) available on the Institute website. The sealed envelope shall be addressed to the Senior Administrative Officer (Stores), ICAR-Central Avian Research Institute, Izatnagar - 243122, Bareilly and superscribed "Tender Enquiry Number and Name of the Equipment/goods etc. at top of the envelope.
2. The tender without the required amount of Bid security and late tenders will not be accepted in any circumstance and liable to be rejected.
3. Conditional and incomplete tenders shall not be entertained in any circumstances and liable to be rejected. The following are the important points, for which a tender may be declared unresponsive and to be ignored, during the initial scrutiny:-
 - (i) The tender is unsigned.
 - (ii) The tenderer is not eligible (Example: The tender enquiry condition says that the bidder has to be a registered SSI unit; but the tenderer is a say, Large Scale Unit)
 - (iii) The tender validity is shorter than the required period.
 - (iv) The tenderer has quoted for goods manufactured by a different firm without the required authority letter from the proposed manufacturer.
 - (v) Tenderer has not agreed to give the required performance security.
 - (vi) The goods quoted are sub-standard, not meeting the required specifications etc.
 - (vii) Against a schedule in the List of Requirement (incorporated in the tender enquiry, the tenderer has not quoted for the entire requirement as specified in that schedule. (Example: In a schedule, it has been stipulated that the tenderer will supply the equipments, install and commission it and also will train the purchaser's operators for operating the equipment. The tenderer has however, quoted only for supply of the equipment).
 - (viii) The tenderer has not agreed to some essential condition(s) incorporated in the tender enquiry. (Example: Some such important essential conditions are-terms of payment, liquidated damages clause, warranty clause, dispute resolution mechanism, applicable law and any other important condition having significant bearing on the cost/utility/performance of the required goods, etc.
4. Only original and standard product(s) of reputed firm(s)/make with company sealed pack will be accepted.
5. The Indian Agency Commission (if any) should be shown separately in the schedule of rates.
6. Installation to be done within 10 days from the date of issue of our letter for this purpose, failing which liquidation damage clause shall apply.

7. Guarantee/Warranty of the equipment minimum should be 12 month from the date of installation.
8. Charges of the Annual maintenance for next 05 years after expiring of guarantee/ warranty period must be mentioned.
9. The successful tenderers will have to deposit the Performance security @ 05% of the quoted price for the guarantee/ warranty period of the equipment/item within 21 days from the date of issue of Purchase Order, failing which the order will be treated as cancelled and the bidsecurity deposited for the purpose will be forfeited.
10. The validity of tender offer should be at the minimum for 90 days from the date of opening of tender. The quantity/number of equipment/item may be increased or decreased as the case may be.
11. Payment will be made only after successful supply/installation of the equipment/item in the shape of demand draft/sight draft/RTGS only. Complete banking must be enclosed with the tender documents.
12. Director, CARI reserves the right to accept or reject any one or all tender(s) without assigning any reason thereof and his decision will be final in this regard.
13. Proforma Invoice of Principal manufacturer, if any, must be attached alongwith tender.
14. Detailed specifications of the equipment/goods to be supplied, only one make/model be quoted and no alternative make/model will be considered.
15. Product Literature/Leaflets should be essentially attached with the tender document.
16. Certified copy of PAN/ITCC issued by Dept. of Income Tax.
17. Certified copy of Tin Number/CST registration/clearance certificate.
18. Illustrated Catalogues of the equipment to be submitted with the tender.

LIST OF REQUIREMENT

<u>SoxtecApparatus</u>	-	01 No.
Specifications		
<ul style="list-style-type: none"> ➤ Fully automated and unattended system operation for total fat analysis. ➤ Measuring range 0.1-100% fats and accuracy is +/- 1% relative. ➤ Same size per analysis should be 0.1-10gm. ➤ Sample positions should be six and solvent recovery more than 90%. ➤ Safe extraction and minimal operator time and temperature control: 30-300⁰C. ➤ Single hydrocap filter. ➤ Four extraction steps (boiling, rinsing, solvent recovery and auto-shut down). ➤ Water cooling only starts when actually required. ➤ Perform acid hydrolysis and solvent extraction with one integrated procedure. ➤ Self-adjusting hotplates for optional heat transfer to extraction cups and hotplates will be individually switched on and off. ➤ Warranty minimum 24 months. ➤ FOR ICAR-CARI, Izatnagar. 		

Note: - Amount of Bid Security Rs. 24,000=00 (Rupees Twenty four thousand only) Must be in the shape of FDR/TDR/Demand Draft having validity 180 days from the date of opening of tender in favour of ICAR unit-CARI, Izatnagar payable at Bareilly (U.P). The sealed tender/envelope shall be addressed to the Senior Administrative Officer (Stores), ICAR-Central Avian Research Institute, Izatnagar – 243122, Bareilly and should reach to the above address upto 11.00AM (hours) on 22.12.2015.

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

Special instruction (if any) _____

LIST OF REQUIREMENT

Hatcher and Incubator	-	01 Set
Salient Features/Specifications		
<ul style="list-style-type: none"> ➤ Durable, easy to clean, reinforce, laminated body. ➤ High density thermocol for better insulation ➤ Specially designed duck eggs settings and hatchings ➤ Motorised automatic turning facility ➤ Fully Automatic temperature and humidity control ➤ Polyethylene/plastic hatch basket ➤ Contact thermometer for temperature controls ➤ Capacity: 2000-3000 ducks eggs (approx) 		

Note: - Amount of Bid Security Rs. 15,000=00 (Rupees Fifteen Thousand only) Must be in the shape of FDR/TDR/Demand Draft having validity 180 days from the date of opening of tender in favour of ICAR unit-CARI, Izatnagar payable at Bareilly (U.P). The sealed tender/envelope shall be addressed to the Senior Administrative Officer (Stores), ICAR-Central Avian Research Institute, Izatnagar – 243122, Bareilly and should reach to the above address upto 11:00 AM (hours) on 22.12.2015.

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

Special instruction (if any) _____

Thermocycler (PCRmachine) - 01 (One Num.)

- Gradient Block to accommodate 96 x 0.2 ml.
- Minimum sample working volume : 10ul
- Temperature control of the block : 4-99°C
- Gradient Block to run six different annealing temperatures
- Incubation of samples at six different temperatures simultaneously
- Gradient selectable from 1°C to 24 °C across the entire temperature control range
- Gradient temperature range 30-99 °C
- Auto-restart option in the event of power failure
- Ability to store methods on external card for safety and multiple user capability
- Should have memory to store at least 800 protocols.
- Should have heated lid system
- Temperature Uniformity : ± 0.5 oC
- Temperature Accuracy ± 0.25 oC
- Maximum block ramp rate ≥ 4.25
- Display: Large display of set parameters showing real-time assay conditions
- Two years warranty on the machine after installation.
- Compatible online UPS with at least one hour power backup

Note: - Amount of Bid Security Rs. 15,000=00 (Rupees Fifteen Thousand only) Must be in the shape of FDR/TDR/Demand Draft having validity 180 days from the date of opening of tender in favour of ICAR unit-CARI, Izatnagar payable at Bareilly (U.P). The sealed tender/envelope shall be addressed to the Senior Administrative Officer (Stores), ICAR-Central Avian Research Institute, Izatnagar – 243122, Bareilly and should reach to the above address upto 11:00 A.M (hours) on 22.12.2015.

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

Special instruction (if any) _____

BenchTop Tissue Homogenizer (Digital)

-

01 No.

Specification:

1. An ISO and CE certified.
2. Rotor speed range from 2,000 to 30,000 rpm.
3. Working volume:0.1 to 200 ml.
4. Solid: Liquid ratio:1:5 to 1:10
5. Timer and time end alarm feature.
6. Over load and over heat protector.
7. Single phase power, AC:120-230 V, power consumption:160w max.
8. Operating temperature:+5 to +50°C and moisture above 80%.
9. Wide range of pH 2-12 under vacuum and wet samples.
- 10.Low noise producing:□76db.
- 11.Include dispersing tool, clam and stand plate. Dispersing tools:
 - a. Easily interchangeable.
 - b.Autoclavable.
 - c.Rotor tip 3,5 and 10mm
 - d.Power supply adapter.
- 12.Warranty: 3 years comprehensive and 2 years non-comprehensive.
- 13.Rotor shaw should be soft start.

Note: - Amount of Bid Security Rs. 4,000=00 (Rupees Four Thousand only) Must be in the shape of FDR/TDR/Demand Draft having validity 180 days from the date of opening of tender in favour of ICAR unit-CARI, Izatnagar payable at Bareilly (U.P). The sealed tender/envelope shall be addressed to the Senior Administrative Officer (Stores), ICAR-Central Avian Research Institute, Izatnagar – 243122, Bareilly and should reach to the above address upto 11:00 A.M (hours) on 22.12.2015.

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

Special instruction (if any) _____

BIO SAFETY CABINET (4 X 2) - 01 No.

Specifications:

- Microprocessor based control system.
- LCD display: exhaust filter and down flow filter pressure, filter and UV lamp working time, inflow and down flow velocity, filter life, humidity and temperature, system working time etc.
- Work zone, made of 304 stainless steel is surrounded by negative pressure.
- Remote control by all functions.
- Airflow System: 70% air recirculation, 30% air exhaust.
- UV lamp, Fluorescent Lamp and front window
- Foot-master caster, Foot Switch and Waterproof Socket
- Inflow Velocity : 0.53 ± 0.025 m/s
- HEPA Filter : Two, 99.999% efficient at 0.3 μ m
- Power supply : $110/220$ V $\pm 10\%$ 60/50Hz
- FOR CARI, Izatnagar

Note: - Amount of Bid Security Rs. 11,500=00 (Rupees Eleven thousand five hundred only) Must be in the shape of FDR/TDR/Demand Draft having validity 180 days from the date of opening of tender in favour of ICAR unit-CARI, Izatnagar payable at Bareilly (U.P). The sealed tender/envelope shall be addressed to the Senior Administrative Officer (Stores), ICAR-Central Avian Research Institute, Izatnagar – 243122, Bareilly and should reach to the above address upto 11:00 A.M (hours) on 22.12.2015.

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

Special instruction (if any) _____

CO2 INCUBATOR - 01 No.**Specification:**

- Microprocessor controlled 48 liters direct heat (air-jacketed) stackable having temperature control from 4⁰C above ambient to 50⁰C, with control accuracy + 0.1⁰C. Auto sterilization facility at 121⁰C.
- Six sided direct heating with fan less, gentle convection circulation to provide stable temperature control, excellent uniformity and rapid recovery with no over shoot.
- CO₂ control range from 0.2 to 20% with accuracy ± 0.1%.
- Infra-red CO₂ sensor with programmable auto-zero function provide superior accuracy and stability.
- Minimum three adjustable height shelves and humidity reservoir (removable) to achieve at least 95% RH.
- Comprehensive two level alarm systems include audio and screen displayed alarms for system status.
- HEPA filter on CO₂ inlet.
- Back-up microprocessor, alarms set point reset automatically, password protection etc.
- It should have RS-232, 25 mm Access port.
- It should come with gas cylinders with regulator.
- FOR CARI, Izatnagar.

Note: - Amount of Bid Security Rs. 9,000=00 (Rupees Nine Thousand only) Must be in the shape of FDR/TDR/Demand Draft having validity 180 days from the date of opening of tender in favour of ICAR unit-CARI, Izatnagar payable at Bareilly (U.P). The sealed tender/envelope shall be addressed to the Senior Administrative Officer (Stores), ICAR-Central Avian Research Institute, Izatnagar – 243122, Bareilly and should reach to the above address upto 11:00 A.M (hours) on 22.12.2015.

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

Special instruction (if any) _____

Table Top Centrifuge - 01 No.

Specifications:

1. Microprocessor controlled high speed refrigerated (CFC Free) centrifuge.
2. Stainless steel chamber with corrosion resistant.
3. LCD/Digital display for set and run parameters i.e. speed, temp, time etc.
4. Airtight scalable fix angel rotor for 24X1.5/2.0 ml with speed at least 20000 to 22000 rpm.
5. Airtight scalable fix angel rotor for 6X1.5/2.0 ml with speed at least 15000 to 16000 rpm.
6. Automatic rotor identification system with over speed protection.
7. Pre-cooling program option.
8. Selection of speed in both rpm and RCF.
9. Temperature range:-20 °C to 40 °C.
10. Storage up to 99 runs
11. Running time from 10 sec to 99 hrs.
12. Suitable voltage stabilizer.
13. FOR CARI, Izatnagar.

Note: - Amount of Bid Security Rs. 14,000=00 (Rupees Fourteen Thousand only) Must be in the shape of FDR/TDR/Demand Draft having validity 180 days from the date of opening of tender in favour of ICAR unit-CARI, Izatnagar payable at Bareilly (U.P). The sealed tender/envelope shall be addressed to the Senior Administrative Officer (Stores), ICAR-Central Avian Research Institute, Izatnagar – 243122, Bareilly and should reach to the above address upto 11:00 A.M (hours) on 22.12.2015.

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

Special instruction (if any) _____

DEEP FREEZE (-20 °C Vertical Type) - 01 No.

SPECIFICATIONS:-

Microprocessor controlled vertical type -20 °C Freezer.

Capacity – 10CF

High density foam insulation for stable temperature.

One highly efficient compressor with low noise level.

Digital display for Pre-set and Actual temperature.

Temperature Range -10 to -20 °C.

CFC-FREE, HCFC-FREE non-flammable refrigerant.

High/low temperature alarms signals in audible and visible light.

Lockable door for safety and six shelves.

Suitable voltage stabilizer.

Working Voltage = 230 V

FOR CARI, Izatnagar

Note: - Amount of Bid Security Rs. 4,000=00 (Rupees Four Thousand only) Must be in the shape of FDR/TDR/Demand Draft having validity 180 days from the date of opening of tender in favour of ICAR unit-CARI, Izatnagar payable at Bareilly (U.P). The sealed tender/envelope shall be addressed to the Senior Administrative Officer (Stores), ICAR-Central Avian Research Institute, Izatnagar – 243122, Bareilly and should reach to the above address upto 11:00 A.M (hours) on 22.12.2015.

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

Special instruction (if any) _____

Cooking Range - 01 No.

Cooking range should consists of 4 gas burners with cast iron grid support, stainless steel body (exterior finish), auto ignition for burners, grill and oven, digital timer, enamel interior for easy cleaning, grill-gas, double glass oven door, 3 racks and 7 numbers of control. It should have lamp; thermostat; bottom, top turbo and grill heating elements; electricity supply 220-240V AC, 50-60Hz; gas separately with thermostat, deep tray, oven grid, adjustable feed, and digital timer for remainder. Capacity:50-60 Lit, Certificate of calibration and inspection from the factory to be enclosed during delivery. Attach original manufacturer's product catalogue and specification sheet. Quote page no. on compliance sheet as well as on technical bid corresponding to the technical specifications. List of user with valid email ID and phone no. in India of the quoted model. Detailed original literature with all technical specifications, features. FOR to CARI, Izatnagar and minimum one year warranty from date of installation to be quoted.

Note: - The sealed tender/envelope shall be addressed to the Senior Administrative Officer (Stores), ICAR-Central Avian Research Institute, Izatnagar – 243122, Bareilly and should reach to the above address upto 11:00 A.M (hours) on 22.12.2015.

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

Special instruction (if any) _____