**TENDER FORM**

**CENTRAL INSTITUTE FOR RESEARCH ON GOATS**

**MAKHDOOM, P.O. FARAH-281122,DISTT. MATHURA (U.P)**

No.: F5-10(3)CP&C/2011/. Date: 10-1-2012

To,

 ………………………

 …………………………

Subject Printing of annual report, bulletin, news letters and manual etc. for CIRG, Makhdoom.

Dear Sir,

 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. Special terms & conditions.

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 along with 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.

Encl.: GCC& ITB

 Administrative Officer

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

**Schedule-I**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.No. | Brief description of goods  | Accounting unit  | Quantity  | Delivery Schedule |
| 1 | Printing of Institute Annual Report  | 300 each (English & Hindi) | 300 + 300 | Within……30daysFrom the date of issue of orders/receipt of final draft.  |

Amount of Bid Security Rs. 25,000/- (Rupees twenty five thousand only)

TECHNICAL SPECIFICATION: -

1. The tasks/Job Work are as follows:-
2. Designing the cover page (4 colours)
3. Designing content layout (4 colours)
4. Composing, setting and Proof reading
5. Printing by CTP system with highest quality reproduction of photographs and Binding the Report.
6. Soft copy (5 each in PDF and word format) of the Final Report.
7. The successful bidder will be provided the text matter in Hindi and English version in MS Word file formate .
8. The printer will be required to submit two/three colours proof of material and undertake all the corrections to be made at the time of proof reading.
9. The proofs will here to be supplied at CIRG, Makhdoom by the printer at his cost.

 **Technical specifications of the work are as under.**

1. Quantity: 300 (Each English & Hindi)
2. No. of pages: Approximately 200
3. Finished size: 21.5 cm X 29.5 cm (offset printing)
4. Paper a) Cover: 300 GSM imported art paper with lamination.
5. Inside: 130 GSM art paper

V Binding: Centre Stitch by automatic binding machine

 VI Lamination: Matt lamination of Cover page.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.No. | Brief description of goods  | Accounting unit  | Quantity  | Delivery Schedule |
| 2 | Printing of News Letters of CIRG | 250 each (English & Hindi) | 250 + 250 | Within 21 days from the date of issue of orders/ final receipt of draft.  |

SPECIFICATION FOR NEWS LETTER (23’x36’/4)

Paper – Art Paper – 130 GSM

Size - Four Colour printing (23’x36’/4) CTP method.

Copies - 250 Copies each in Hindi and English six monthly or as and when required

No. of pages - Variable.

Note – Rates should be quoted per form of 4 pages including complete printing, binding, setting etc.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.No. | Brief description of goods  | Accounting unit  | Quantity  | Delivery Schedule |
| 3 | Printing of Bulletins of CIRG | 300 each (English & Hindi) | 300 + 300 | Within 30 days from issue of orders /final receipt of draft.  |

SPECIFICATION FOR BULLETIN (23’X36’/8)

Paper - Super print- 90 GSM.

Copies – 300

No. of pages -- Rates for 8 pages or multiple may be quoted

Printing – Black and white by PS plate and Colour printing of cover page and inside pages ((multiple of 4 pages plate) .

Cover – Mat fresh

Binding- Center stitch

Note – Rates may be quoted for per form of 8 pages. Rates may be submitted including printing of cover I four colour and binding separately.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.No. | Brief description of goods  | Accounting unit  | Quantity | Delivery Schedule |
| 4 | Printing of 8 pages of black & white text by PS plate including cost of papers , setting, proof etc. ( all inclusive )2. Printing of 4 colour pages (cover or inside on art paper), including designing, printing etc. ( all inclusive)  | 300 each (English & Hindi) | 300 + 300 | Within 30 days from issue of orders /final receipt of draft.  |

(3)

SCHEDULE OF REQUIREMENTS (SECTION-IV)

1. Name of the Purchaser- The Director,

 Central Institute For Research On Goats, Makhdoom,,

 P.O. Farah-281122, Mathura (U.P.).

1. Purchaser’s mailing address:- The Director

 Central Institute For Research On Goats, Makhdoom,

 P.O. Farah-281122, Mathura (U.P.).

1. Preparation of Bids:---------
	1. Price Structure- F.O.R, C.I.R.G., Makhdoom.
	2. Language of Bid- English
	3. List of reputed customers/clients to whom supply has been made during last two years, may be supplied if any.
	4. The amount of Bid Security-Amount as per IFB.
	5. The bid security must be valid for 180 days from the date of opening of Tender.
2. **Submission of Bids-------------**
	* 1. Number of copies required is **one .**
		2. Address for submission of bids, to be given on the envelope is-

**The Director,**

**Central Institute for Research on Goats,**

**Makhdoom, P.O. Farah-281122, Mathura (U.P.).**

* + 1. **Time & Date of bid opening are – 30/01/2012 (3.00 PM)**
		2. **Deadline for submission of bids is 30/01/2012 (hours) on 1,00 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.)

* + 1. The bid should be kept in sealed envelope. The cover/envelope should indicate T**ender Number, Name of the work and opening date on the top of the right hand corner.**

(4)

**Document /Papers to be submitted with Tender form:-**

1. Bid Security for Rs. 20,000/- in the shape of DD in favour of ICAR Unit-CIRG, Makhdoom payable at Farah/Mathura.
2. Certified copy of PAN/TTCC issued by Deptt. of Income Tax.
3. Documents showing capability to carry out printing/publishing Jobs along with proof of press registration. Documents showing experience/expertise in publishing/printing high quality printed materials for research institutes/universities etc. must be enclosed, if available.
4. Certified copy of Sales Tax/CST clearance certificate.
5. Duly completed Questionnaires.
6. Price schedule duly completed enclosed with bidding documents.
7. Prices should be valid at least 1 Years from the date of opening of Award of contract.
8. The bidder should indicate the name of their banker with account number.
9. The firm can submit quality publications of journals/bulletins of research institutions if done in the past.

(5)

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

1. **Inspection and Tests**:-
	1. Certificate showing country of origin…………………………….
	2. 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**:-
	1. Insurance shall be arranged by the purchaser. However, price on C.I.F., New Delhi Airport may also be quote 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-**
	* 1. Payment for goods supplied from abroad.
8. On shipment 90% of the contract price shall be paid through irrevocable letter of credit upon submission of documents detailed in L/C.
9. 10% of the contract price will be release just after satisfactory installation/ working of equipments/machines etc. as well as on submission/production of Performance Bank Guarantee by the Supplier(s).
	* 1. **Payment of goods supplied from India**
10. 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 or payment all taxes, Stamp duties license fees & other levies imported outside India and within India in case of local supplier.

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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.

…………………………………………………………………………………………….

(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

 …………………………………………………………………………………………….

 © 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 , indicate the date up to which you are registered and whether there is any monetary limit on your registration.

(7)

(d) Are you registered under the Indian Companies Act, 1956 or any other Act ?

 …………………………………………………………………………………

Please attach certified copy 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 quote: or………………………………………….

 (ii) Manufacturer’s authorized agent for those goods……………………………

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

…………………………………………………………………………………………

Signature of Witness Signature of Bidder

Name & address of Witness Full name, designation &

Address of the person signing above

 For and on behalf of Mssrs.

 …………………………………

(Name & address of the bidding firm)

(8)

 **BID FORM AND PRICE SCHEDULES**

 Date: ……………

To,

The Director,

Central Institute for Research on Goats,

 Makhdoom, P.O.- Farah-281122, Mathura (U..P)

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 G.C.C. clause 7 and in a form acceptable to you in terms of GCC clause 7.5 for a sum equivalent to 10% of the contract price or 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

**FORMAT-IV**

**SECTION-VII/2**

**FORMAT OF BANK GUARANTEE FOR BID SECURITY**

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 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 not with standing 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 there to 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 there under and the Contractor(s) /Supplier(s) shall have not claim against us for making such payment.

1. We, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_( indicate the name of bank) further agree that the guarantee here in 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 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_certified that the terms & conditions of the said Agreement have been fully an 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.
2. 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 and 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 such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
3. This guarantee will not be discharged due to the change in the constitution of the bank or the contractor(s)/ Supplier(s).
4. 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.
5. Dated the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (indicate the name of bank).

CENTRAL INSTITUTE FOR RESEARCH ON GOATS

MAKHDOOM,P.O.FARAH-281122,MATHURA(U.P.)

No.F.: 5-10(3)/CP&C/2011 Dated: 7th January,2012

TENDER NOTICE

The Director, Central Institute for Research on goats, Makhdoom,P.O.Farah-281122,Mathura (U.P.) on behalf of the Secretary, Indian Council of Agricultural Research, New Delhi, invites sealed tenders for Printing of Institute Annual Report, Bulletins,News letters & Mannuals-2011-12.

The Tender documents can be had during 10.00 AM to 4.00 PM on any working day from the office of the undersigned at the following rates:
(a) By Hand – Rs. 500/- each (Non-refundable)

(b) By Post - Rs. 530/- each (Non-refundable)

© Those who are downloading from web site and submitting their tender should pay the tender fee of Rs. 500/- in cash with the cashier or should enclosed demand draft in favour of ICAR UNIT CIRG payable at Punjab National Bank, Farah, Mathura.

Last date of receipt of complete sealed tenders is 31.1.2012 up to 1.00 PM. The tenders will be opened on the same day at 3.00 PM by the committee in the presence of the renderers’ who wish to be present at the time of opening .

Late/delayed tenders will not be considered and rejected.

Rates quoted shall be kept open for minimum 180 days from the date of opening of the tenders.

Earnest money of Rs. 25,000/- (Rupees twenty five thousand only) must be attached with tender documents by way of Demand Draft drawn in favour of ICAR UNIT-CIRG payable at Punjab National Bank, Farah, Mathura or should be deposited with Cashier of the Institute. Selected firms will have to deposit SMD (Security Money Deposit) @ total 5% of the quoted value which may include the already deposited Earnest Money along with the tender documents.

Director, CIRG,Makhdoom reserves the right to enhance/reduce the quantity of the reports demanded and cancel/accept any or part of the tenders without assigning any reasons, thereof.

ADMINISTRATIVE OFFICER

FOR & ON BEHALF OF DIRECTOR

**fu;e o ‘krsZa%&**

1-QeZ dks lHkh dk;ksZa ds fy, njsa vasfdr djuh gksaxh vU;Fkk fuofnk Lohdk;Z ugha gksxh A

2- njsa Lohd`r gksus ij Lohd`r vf/klwpuk i= tkjh fd;k tk;sxk A

3- lQy QeZ dks nj dk;Z Lohd`r vf/klwpuk i= tkjh gksus ds ckn nh xbZ vof/k ds vUnj 5 izfr’kr dh ckafNr /kjksgj jkf’k cSad xkjaVh fe;knh tek jlhn ds :Ik esa tek djuh gksxh A

4- dk;Z dks laLFkku }kjk crk;s x;s rduhdh fooj.k ds vuqlkj djokuk gksxk A dk;Z dh fof’kf”V;ksa esa dksbZ cnyko@la’kks/ku QeZ }kjk ugha fd;k tk ldsxk A

5- dk;Z fu/kkZfjr le; lhek esa djokuk gksxk A fdlh Hkh izdkj dh nsjh bR;kfn ds fy, QeZ Lo;a ftEesnkj gksxh A

 6- laLFkku }kjk miyC/k djk;h x;h lkekxzh dh fdlh Hkh izdkj dk uqdlku cckZnh ;k foyEc fd;s tkus ij QeZ ds fcyls 5 ls 10 izfr’kr rd dVkSrh dh tk ldrh gS A

7- laLFkku }kjk miyC/k djk;h x;h lkekxzh tSls ik.Mqfyfi] QksVksxzkQl] Vwkalisjsalh udkjkRed@ldkjkRed bR;kfn laLFkku dks okfil djuk gksxk A vU;Fkk fcyksa dks Hkqxrku gsrq lR;kfir ugha fd;k tk;sxk A

8- QeZ dks Qkbuy fizafVax ls iwoZ lHkh izwQ laLFkku ds izkf/kd`r vf/kdkjh ls fujh{k.k djokus gksaxs A lHkh izwQ fujh{k.k gsrq laLFkku esa miyC/k djokus dk mRrjnkf;Ro QeZ dk gksxk A

9- crkbZ xbZ fof’k”Vrkvksa ij QeZ }kjk ;fn dk;Z ugha fd;k x;k rks ml dk;Z dks fujLr dj fn;k tk;sxk fQj Hkh laLFkku pkgs rks vko’;d dVkSrh ds ckn fcy dk Hkqxrku@dk;Z Lohd`r dj ldrk gS bl lEca/k esa laLFkku ds ikl iw.kZ vf/kdkj lqjf{kr gksxkA bl ij dh xbZ dVkSrh QeZ dks ekU; gksxh

10- vfxze /kujkf’k dh njsa Lohd`r gksus ij QeZ ds vuqjks/k ij bl /kjksgj jkf’k esa lekos’k fd;k tk ldrk gSA vfxze rFkk /kjksgj jkf’k ij dksbZ C;kt ns; ugha gksxkA

11- Bsdk vkoaVu gksus ds mijkUr ;fn Bsdsnkj dk;Z dks larksktud@fu;ekuqlkj ugha djrk gS ;k v/kwjk NksM nsrk gS rks iw.kZ /kjksgj jkf’k tCr dj yh tk;sxh rFkk QeZ dks Hkfo”; esa fufonkvksa esa Hkkx ysus ls izfrcfU/kr Hkh fd;k tk ldrk gSA

12- ;fn QeZ lafonk vkoaVu vf/klwpuk tkjh gksus ds 15 fnu ds vUnj izLrko Lohdkj ugha djrk ;k fdlh izdkj dh vleFkZrk izdV djrh gS vFkok /kjksgj jkf’k le; ds vUnj tek ugha djrh gS rks vkoaVu vkns’k okil ys fy;k tk;sxk rFkk mldh vfxze /kujkf’k tCr dj yh tk;sxhA

13- dk;Z dks chp esa jksdus@fujLr djus dk iw.kZ vf/kdkj laLFkku ds funs’kd ds ikl lqjf{kr jgsxkA

14- fdlh Hkh fookn bR;kfn ds fy, U;k; dk {ks= eFkqjk U;k;ky; gksxkA

15- QeZ dks Hkk0d`0v0i0 ds vU; laLFkkuksa esa dk;Z dk vuqHko gksuk pkfg,A

16- Bsds dh vof/k ,d lky ds fy, ekU; gksxh tks fd c<+kbZ ,oa ?kVkbZ tk ldrh gSA

**TENDER FORM**

**CENTRAL INSTITUTE FOR RESEARCH ON GOATS**

**MAKHDOOM, P.O. FARAH-281122,DISTT. MATHURA (U.P)**

No.: F. 5-10(2)CP&C/2010/ Date 7th Jan., 2012

To,

 ………………………

 …………………………

Subject Making of Video film for CIRG, Makhdoom.

Dear Sir,

 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, other wise your tender will not be entertained.

1. Schedule of requirements
2. Technical specification
3. Questionnaire
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 Encl.: GCC& ITB Asstt. Admn. Officer

 (C.P&C.)

(2)

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

**Schedule-I**

**Making of video film on CIRG-30 MINUTES DURATION-HINDI/ENGLISH**

Amount of Bid Security Rs. 20,000/- (Rupees twenty thousand only)

TECHNICAL SPECIFICATION: -

1. Video format, Betacam 720 x 526 mm
2. Duration of the film is 30 Minutes.
3. Bilingual i.e. both Hindi and English.
4. Camera quality should for movie production
5. Should have at least 5 years experience in producing documentaries for Institute/Corporate/ Sector etc.
6. Should have produced at least 5 documentaries on various topics which will be viewed by the committee for quality evaluation.
7. Editing should be done by the professionals
8. Should maintain broadcast standard
9. Voice should be of standard quality for both Hindi and English
10. Should provide a copy of DVCPRO50 – mixed audio, unmixed audio
11. May provide separate rate or producing in High definition standard also
12. Final version will be evaluated or quality before making payment.
13. The Institute Will provide script.

 (3)

SCHEDULE OF REQUIREENT (SECTION-IV)

1. Name of purchaser – The Director CIRG, Makhdoom, Farah, Mathura(u.p.)
2. Purchaser’s mailing address The Director CIRG, Makhdoom, Farah,-281122 Mathura(u.p.)

3- Preparation of bids:

 i.Price structure –FOB CIRG, Makhdoom .

 ii. Language of bid-English

 iii. List of reputed customers/client to whom supply has been made during last two years.

 iv. The amount of bid security – as per IFB

 v. The bid security must be valid for 120 days. /

1. **Submission of Bids-------------**
	* 1. Number of copies required is **one .**
		2. Address for submission of bids, to be given on the envelope is-

**The Director,**

**Central Institute for Research on Goats,**

**Makhdoom, P.O. Farah-281122, Mathura (U.P.).**

* + 1. **Time & Date of bid opening are – 27/01/2012 (3.00 PM)**
		2. **Deadline for submission of bids is 27/01/2012 (hours) on 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.)

* + 1. The bid should be kept in sealed envelope. The cover/envelope should indicate T**ender Number, Name of the work and opening date on the top of the right hand corner.**

(4)

**Document /Papers to be submitted with Tender form:-**

1. Bid Security for Rs. 20,000/- in the shape of DD in favour of ICAR Unit-CIRG, Makhdoom payable at Farah/Mathura.
2. Certified copy of PAN/TTCC issued by Deptt. of Income Tax.
3. Documents showing capability to carry out production/making of video film.
4. Certified copy of Sales Tax/CST clearance certificate.
5. Duly completed Questionnaires.
6. Price schedule duly completed enclosed with bidding documents.
7. Prices should be valid at least 1 Years from the date of opening of Award of contract.
8. The bidder should indicate the name of their banker with account number.
9. Warranty of the video film should be at least 36 months.

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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.

…………………………………………………………………………………………….

(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

 …………………………………………………………………………………………….

 © If you are not registered either with NSIC or DGS&D, please state whether you are currently registered with 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 registratioton

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(d) Are you registered under the Indian Companies Act, 1956 or any other Act ?

 …………………………………………………………………………………

Please attach certified copy 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 quote: or………………………………………….

 (ii) Manufacturer’s authorized agent for those goods……………………………

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

…………………………………………………………………………………………

Signature of Witness Signature of Bidder

Name & address of Witness Full name, designation &

Address of the person signing above

 For and on behalf of Mssrs.

 …………………………………

(Name & address of the bidding firm)

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**BID FORM AND PRICE SCHEDULES**

 Date: ……………

To,

The Director,

Central Institute for Research on Goats,

 Makhdoom, P.O.- Farah-281122, Mathura (U..P)

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 G.C.C. clause 7 and in a form acceptable to you in terms of GCC clause 7.5 for a sum equivalent to 10% of the contract price or 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

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**FORMAT-IV**

**SECTION-VII/2**

**FORMAT OF BANK GUARANTEE FOR BID SECURITY**

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 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 not with standing 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 there to 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 there under and the Contractor(s) /Supplier(s) shall have not claim against us for making such payment.

1. We, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_( indicate the name of bank) further agree that the guarantee here in 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 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_certified that the terms & conditions of the said Agreement have been fully an 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.

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1. 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 and 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 such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
2. This guarantee will not be discharged due to the change in the constitution of the bank or the contractor(s)/ Supplier(s).
3. 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.
4. Dated the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (indicate the name of bank).