BIDDING DOCUMENT FOR PURCHASE OF EQUIPMENTS

F.No. 16-94/LPM/Lathwal/V.Camera/13-14/SPS-IV

Date: 1.2014

To,

Sir,

We have a requirement of the goods & services as indicated below, tender for which will be opened at 3.30 P.M. on 24.1.2014 (Friday) and you are invited to submit your most competitive quotation upto 3.00P.M. on the same day. All relevant details are given below.

i) Description of the goods/services required:

<table>
<thead>
<tr>
<th>Schedule No.</th>
<th>Name of Equipment/Services</th>
<th>Qty</th>
<th>Delivery Schedule</th>
<th>EMD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>HDV Video Camera</td>
<td>01</td>
<td>30 days</td>
<td>Rs.3500/-</td>
</tr>
</tbody>
</table>

Note: Earnest Money in shape of Demand Draft drawn in favor of ICAR Unit NDRI, Karnal is required to be enclosed with the Bid/Quotations which will be released on finalization of procurement.

ii) Guiding specification and other technical detail:

<table>
<thead>
<tr>
<th>Schedule No.</th>
<th>Description &amp; Specifications of goods</th>
<th>Quantity (Nos.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Enclosed as Annexure - II</td>
<td>01No.</td>
</tr>
</tbody>
</table>

iii) Terms of delivery: Delivery at Site, viz. AAO (Stores), NDRI, Karnal

v) Erection / installation and commissioning are to be completed within 5 days of delivery of the goods at site.

vi) Terms of Inspection by the purchaser’s representative:

At NDRI, Karnal after Receipt of Supply of Good

vii) Price structure:

a) The ICAR Research Institutes are exempted from Excise and Customs Duties on Research Consumables, vide Notification No. 10/97-CE dated 1.3.1997 (as
amended by 16/07-CE) and Notification No. 51/96-Customs respectively. However, for the ICAR Institutes to avail the aforesaid Duty Exemption benefits, the Prices are required to be quoted by Manufacturers preferably on Ex-Works basis, without including any Excise/Customs Duty component. Freight & Transit Insurance are required to be quoted extra, as per actuals, for insured transportation from Ex-Works to Destination.

b) Alternatively, however, the Authorized Dealers/Retailers may quote their most competitive FOR Prices, with maximum possible Dealer’s Special Discount.

c) The rates and prices quoted shall be in Indian Rupees only.

d) The rates and prices quoted by the supplier shall remain firm and fixed during the currency of the contract and shall not be subject to variation on any account, whatsoever, including stator variations, if any.

viii) Receipt of Goods & Terms of Payment:

a) Payment term for supply of goods :-

Immediately on receiving the goods at site, the purchaser will verify the quantities of the items supplied as specified in the delivery challan of the supplier and also check for any superficial damage etc. in the goods so supplied and issue a provisional receipt accordingly.

The purchaser, within three days of issue of the provisional receipt, will issue acceptance certificate (of the goods) to supplier, provided the goods supplied are technically acceptable in terms of the contract.

The supplier will then send its invoice along with accompanying documents to the paying authority for payment.

The paying authority will release the full payment to the supplier as due in terms of the contract, within seven working days of receipt of supplier’s invoice, provided the invoice and the accompanying documents are in order.

While claiming any reimbursement for Sales Tax, the supplier shall furnish the following certificates duly dated and signed, on its bill:

“Certified that the goods, on which Sales Tax has been charged, have not been exempted under the Central Sales Tax Act or State Sales Tax Act or the rules made thereunder and the charges on account of Sales Tax on these goods are correct under the provisions of that Act or the Rules made thereunder.”

“Certified further that we are registered as dealers for the purpose of Sales Tax and have paid the Sales Tax against this contract accordingly, for which we are asking for reimbursement in this bill.”

ix) Paying Authority:

The Comptroller, NDRI, Karnal – 132 001.

x) Liquidated Damage Clause:

If any time during the performance of the contract, the supplier encounters conditions hindering timely delivery of the goods, the supplier shall promptly inform the purchaser in writing the fact of the delay and the likely duration of the same.
After receipt of supplier's communications, the **purchaser shall decide** as to whether to **cancel** the contract for the un-supplied portion after the existing delivery period, or to **extend** the delivery period suitably by issuing an amendment to the contract.

If the supplier fails to deliver the goods and / or perform the services **within the contractual delivery period** for reasons other than circumstances beyond supplier’s control (which will be determined by the purchaser) and the **purchaser extends the delivery period**, the **purchaser will also deduct from the contract price**, as **liquidated damage**, a sum equivalent to 0.5% (half per cent) of the delivered price of the delayed goods or unperformed services for each week of delay or part thereof until actual delivery or performance.

The **maximum limit of such deduction** will, however, be 10% (ten per cent) of the contract price of the delayed goods or services.

Further, during such delayed period of supply and / or performance, the supplier shall not be entitled to any increase in price whatsoever on any ground.

However, the **purchaser shall be entitled to the benefit** of any decrease in price and cost, on any ground, whatsoever, of the goods & services, during the period of delay.

The purchaser’s letter (to the seller with copies endorsed to other concerned) extending the delivery period will be subject to the above conditions.

xii) **Warranty Clause:**

   The **minimum period** of Warranty / Guarantee for Equipment shall be **ONE year from the Date of Supply as mentioned in the bidding document**.

xii) **Quality of Supply of Equipment:** The **Quality of Equipment** to be supplied must be such that the **time-period** between their Date of Manufacture and their Date of Supply is ensured to be minimum possible and, in any case, not more than maximum 2 months.

xiii) **Dispute Resolution Mechanism:**

   If any **dispute** or **difference** of any kind arises between the **purchaser** and the **supplier** in connection with the **contract**, the parties shall make every effort to resolve the same amicably by **mutual discussions**.

   However, if the parties fail to resolve the disputes or differences by such mutual discussion **within 30 days**, either the purchaser or the supplier may give notice to the other party of its intention to refer the same to **arbitration**.

   The arbitration will be conducted by a **sole arbitrator**, who will be appointed by the **Secretary, ICAR** and the **procedure** to be followed in this respect will be **as per the Indian Arbitration act, 1996**.

   The **venue** of the arbitration shall be the place (i.e. NDRI, Karnal), from where the contract is issued.
2. You are also required to fulfill the following conditions and also furnish the required details as indicated in subsequent paragraphs.

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

b) Please furnish a certified copy of your latest ITCC (Income Tax Clearance Certificate).

c) Please indicate if you are registered with any Govt. organization; and, if registered, furnish all relevant details.

d) Please state whether business dealings with you presently stand banned by any Government organization; and, if so, furnish relevant details.

e) A supplier shall not submit more than one quotation for the same set of goods. Specifications mentioned in Firm’s Brochure will only be acceptable.

f) The supplier shall at all times indemnify the purchaser, at no cost to the purchaser, against all third party claims of infringement of patent, trademark of industrial design rights arising from the use of the goods or any part thereof, with respect to the goods quoted by the supplier in its offer.

g) The quotation(s) as well as the contract shall be written in English language. All correspondence and other documents pertaining to the quotation(s) and the contract, which the parties exchange, shall also be written in English.

The quotation and all correspondence and documents relating to the quotation exchanged between the bidder and the purchaser may also be written in Hindi language, provided that the same is accompanied by an English translation, in which case, for the purpose of interpretation of the quotation, the English translation shall govern.

h) The contract shall be governed by the laws of India and the interpreted in accordance with such laws.

i) The quotation / offer shall remain valid for acceptance for a period not less than 60 days after the specified date of opening of the offer.

j) The quotation for item numbered as Schedule 1 need to be accompanied with the Bid Security/Earnest Money mentioned against it, in the shape of Demand Draft drawn in favour of “ICAR Unit, NDRI, Karnal” payable at Karnal.

k) EMD/Bid Security of a bidder will be forfeited, if the bidder withdraws or amends its bids derogates from the bid in any respect within the period of validity of bids. The successful bidder bid security/EMD will be forfeited, if the firm fails to honour the orders given by supplier or fails to supply the material within delivery time.

l) Before executing supply, the successful Bidder will have to deposit Performance Security equal to 5% (five percent) of the ordered value of goods, in the shape of Demand draft in favour of “ICAR Unit, NDRI, Karnal), payable at Karnal.

3. The quotation shall be sealed in an envelope. The envelope shall be addressed to the “AAO (Procurement), NDRI, Karnal” and it should also bear the “Tender Enquiry F.No. 16-94/LPM/Lathwal/V.Camera/13-14/SPS-IV Date: .1.2014” and the words “DO NOT OPEN BEFORE 3.30 P.M. on 24.1.2014(Friday)”.

The envelope should then be put inside another envelope, which will also be duly sealed. The outer envelope will bear the full address of the purchaser. The supplier should ensure that its tender (i.e. quotation), duly sealed as above, reaches the
The purchaser at least one hour before the time and date of opening of tenders.

The supplier may, at its choice, send the tender by regd. Post or by speed post.

Alternatively, the supplier may also hand deliver the tender to the purchaser, in which case the purchaser shall give the supplier a receipt, indicating the time & date of receipt of the tender.

4. The tenders, which are received late by the purchaser will be ignored. Further, the purchaser does not accept any liability and responsibility for the tenders in case the same are not properly sealed & marked and / or sent as above.

5. The tenders, which are received in time, will be opened at purchaser’s office at 3.30 PM on 24.1.2014 (Friday). The purchaser will open the tenders in the presence of the tenderers’ duly authorized representatives, who choose to attend the tender opening.

6. The purchaser will evaluate and compare the quotations, which are substantially responsive i.e. which are properly prepared & signed and meet the required terms, conditions, specification etc. The purchaser will award the contract to the supplier(s), whose quotation will be determined to be responsive and offering the best evaluated price.

7. Notwithstanding the above, the purchaser, reserves the right to accept or reject any quotation or annual the tendering process and reject all quotations at any time prior to award of the contract, without assigning any reason, whatsoever, and without incurring any liability or obligation, whatsoever, to the affected tenderer or tenderers.

8. Please submit your quotation accordingly. Your price quotation may be furnished in the format enclosed as Annexure – 1. You are also required to return this original tender enquiry (all the pages), as it is, duly signed by you on every page, for our record. You may retain a photocopy of this tender enquiry for your record.

Asst. Administrative Officer (P)
[For and on behalf of
Director, NDRI (ICAR)]
E-Mail: saop@ndri.res.in,
Ph.: 0184-2259067, 2259025 (O),
Fax: 0184-2250042 (O)

Enclosures: Annexures – 1 & II
**FORMAT OF PRICE QUOTATION**

<table>
<thead>
<tr>
<th>Schedule No.</th>
<th>Description of goods and allied services</th>
<th>Specifications/ Brand</th>
<th>Accounting Unit</th>
<th>Quantity (Nos.)</th>
<th>Unit Price (Rs.)</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>Each</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Grand Total Cost: Rs.__________________

Details of Sales Tax to be paid extra, *if applicable*:

Current rate of the same, *if applicable*:

**Bank Account No. :** .................; **Bank’s Name: .............................................;**

**Branch Code No.:** ..............; **SWIFT Code No.:** ........ (For E-Payment, if desired)

We agree to supply the above goods & allied services. We confirm that the same will meet the description & the specification & other technical details as required in the tender enquiry.

We also confirm that we agree to all other terms & conditions of your tender enquiry including the terms of delivery, period of delivery and warranty provision.

(*in case tenderer desires to put some additional / modified stipulations, terms & conditions etc. the same may be clearly indicated)*).

We also confirm that our offer will remain valid for acceptance for ______days after the date of opening of tenders.______________

(Signature, name and address of the authorized executive of the tendering firm)

For and on behalf of...................

(Name and address of the tendering firm)

........................................

(Seal of the tendering firm)

**Website Address:** ..................................; **E-Mail Address:** .....................................

Date: 

Place: 
Specifications of Camera

1. **Imaging device:** Chip 1/3-inch type Exmor CMOS with ClearVid pixel array
   Effective picture elements Approx.: 1,037,000 or more pixels with ClearVid array
   Built-in optical filters, White balance: Auto, one-push auto (A/B positions), indoor (3200 K), outdoor (5800K)
   Zoom ratio: 20x or more (optical), 1.5x Digital Extender

   **Focal length:** f = 4.1 to 82.0 mm or more at 16:9 mode
   f = 36.1 to 722 mm at 4:3 mode on 35 mm lens)

   **Iris:** F1.6 to F3.4 or more

   **Input and Output:** Audio input: XLR 3-pin line mic
   Composite output: RCA Type
   S-Video output: Mini-Din 4-pin (x 1) via A/V multi connector (optional VMC-15FS is required.)
   Audio output: RCA type A/V multi connector
   ILINK: IEEE1394,
   Viewfinder: 3.2 inch-type, Built-in LCD monitor
   MEDIA type mini DV cassette and accessories
   One additional mic with 10 meter length cable

   Batteries operating time 8 to 10 hours

2. Good quality tripod same company of camera with brand name and model number

   With at least one year warranty