# Online Bidding document for Single Stage Two Bid System (Technical Bid & Financial Bid) for Supply of Compound Cattle Feed

<table>
<thead>
<tr>
<th><strong>Dates of Downloading of Online Bidding document</strong></th>
<th><strong>From</strong> 25-04-2020 (04.00 PM) upto 16-05-2020 (05.00PM)</th>
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<tr>
<td>Place of Downloading of Bidding Document</td>
<td><a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a></td>
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<tr>
<td><strong>Closing date and time for receipt of Bid</strong></td>
<td>05.00 P.M. on 16-05-2020</td>
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<td>The Date/Time by which the original Pay Order/DD of Bid Security and reach/submitted at the office of A.A.O., NDRI, Karnal</td>
<td>Assistant Administrative Officer (Purchase), NDRI, Karnal</td>
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<td><strong>Time and date of opening of Technical Bid</strong></td>
<td>10.30 A.M. on 18.05.2020 in the office of Assistant Admin. Officer (Purchase), Karnal</td>
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<td>Time and date of opening of Financial Bid</td>
<td>Shall be notified later</td>
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<tr>
<td>Place of opening of Financial Bid</td>
<td>Office of Assistant Admin. Officer (P), NDRI, Karnal</td>
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<td>Section No.</td>
<td>Name of Section</td>
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SECTION I

INVITATION FOR ONLINE-BIDS (I F OB)
**INVITATION FOR ONLINE-BIDS**

National Dairy Research Institute (Indian Council of Agricultural Research), Ministry of Agriculture, Government of India invites sealed Bids from eligible and qualified Bidders for the Rate Contract to supply following goods *(as listed below)*:-

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<th>S.No.</th>
<th>Name of the Item</th>
<th>Quantity (In Quintals)</th>
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<tr>
<td>1.</td>
<td>Compound Cattle Feed (CP 20%)</td>
<td>4250</td>
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<tr>
<td>2.</td>
<td>Calf Starter (CP 24%)</td>
<td>300</td>
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*Note: Please note that the Quantity here means the Quantity of anticipated drawal during Rate-Contract period.*

1. Tender Form of above feed can be downloaded free of cost from the website http://eprocure.gov.in
2. The Bidder(s) may note that ONLINE BIDS will ONLY be accepted. All the requisite supporting documents as mentioned in the bid document should and must be uploaded On-line http://eprocure.gov.in/eprocure/app. The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted/ processed, in any case.
3. The particulars of Earnest Money deposited must also be mentioned on the top of the envelope by mentioning the draft/pay order number(s), date and amount and name of the feed and tender submission ID proof, failing which the bids will not be accepted.
4. The bidders may submit duly filled and completed bidding document ONLINE as per instructions contained in the bidding documents. Incomplete bid shall be rejected. The conditions of tender shall be governed by the details contained in complete bid document.
5. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time. The ICAR- NDRI, Karnal reserves the right to accept or reject any or all the tenders.
6. The detailed instruction for online submissions of bid(s) through e-procurement module of Central Public Procurement of NIC, the bidder(s) may visit following link:-
   http://eprocure.gov.in/eprocure/app?page=HelpForContractors&service=page

| Date of start for downloading of Bidding Document | : 25-04-2020 at 04.00PM |
| Place of downloading of bidding document | : http://eprocure.gov.in/eprocure/app |
| Last date for submission of Online-Bids | : 16-05-2020 by 05.00 PM |
| Date of Opening of Technical Bid in the office of AA.O. (Purchase) | : 18-05-2020 at 10.30 AM |
| Date of Opening of Financial Bid of technically qualified Bid(s) | : Will be notified later |

On behalf of Director
E-Mail: aaop@ndri.res.in
Ph: 0184-2259067, Fax: 2250042
SECTION II

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GENERAL INSTRUCTIONS TO BIDDERS (GITB)

A. PREAMBLE

1. Definitions and Abbreviations

1.1 The following definitions and abbreviations, which have been used in these documents shall have the meanings as indicated below:

1.2 Definitions:

(i) "Purchaser" means the organization purchasing goods and services as incorporated in the documents.

(ii) “Online-Bid” means online quotation / tender / bid as received from a firm / supplier.

(iii) “Supplier” means the individual or the firm supplying the goods and services.

(iv) “Goods” means the articles, material, commodities, livestock, furniture, fixtures, raw material, spares, instruments, machinery, equipment, industrial plant etc. which the supplier is required to supply to the purchaser under the contract.

(v) “Services” means services allied and incidental to the supply of goods, such as transportation, installation, commissioning, provision of technical assistance, training, after-sales service, maintenance service and other such obligations of the supplier covered under the contract.

(vi) “Bid Security” (i.e. Earnest Money Deposit) means monetary guarantee to be furnished by a Bidder before opening of e-bid.

(vii) “Contract” means the written agreement entered into between the purchaser and the supplier together with all the documents mentioned therein and including all attachments, annexure etc. therein.

(viii) “Performance Security” means monetary guarantee to be furnished by the successful Bidder for due performance of the contract placed on it. Performance Security is also known as Security Deposit.

(ix) “Consignee” means the person to whom the goods are required to be delivered as specified in the Contract. If the goods are required to be delivered to a person as an interim consignee for the purpose of despatch to another person as
provided in the Contract, then that “another” person is the consignee, also known as ultimate consignee.

(x) “Specification” means the document/standard that prescribes the requirement with which product or service has to conform.

(xi) “Inspection” means activities such as measuring, examining, testing, gauging one or more characteristics of the product or service and comparing the same with the specified requirement to determine conformity.

(xii) “Day” means calendar day.

### Abbreviations:

(i) “Bid Document” means Bidding Document (i.e. Tender Enquiry Document).

(ii) “IFOB” means Invitation for Online-Bids.

(iii) “GITB” means General Instructions to Bidders.

(iv) “SITB” means Special Instructions to Bidders.

(v) “GCC” means General Conditions of Contract.

(vi) “SCC” means Special Conditions of Contract.

(vii) “DGS&D” means Directorate General of Supplies and Disposals.

(viii) “NSIC” means National Small Industries Corporation.

(ix) “PSU” means Public Sector Undertaking.

(x) “CPSU” means Central Public Sector Undertaking.

(xi) “LSI” means Large Scale Industry.

(xii) “SSI” means Small Scale Industry.

(xiii) “LC” means Letter of Credit.

(xiv) “DP” means Delivery Period.

(xv) “BG” means Bank Guarantee.

(xvi) “ED” means Excise Duty.

(xvii) “CD” means Custom Duty.

(xviii) “WDO” means Women’s Development Organization.
2. **Introduction**

2.1 The **Purchaser** has issued these **Bidding documents** for purchase of **goods** and related services as mentioned in **Section – VI** - “List of Requirements”, which also indicates, *interalia*, the required delivery schedule and terms & place (i.e. destination) of delivery.

2.2 This section (**Section II** - “**General Instruction to Bidders**”) provides the relevant information as well as instructions to assist the prospective Bidders in preparation and submission of **Bids**. It also includes the mode and procedure to be adopted by the purchaser for receipt and opening as well as scrutiny and evaluation of **Bids** and subsequent placement of contract.

2.3 The **Bidders** shall also read the **Special Instructions to Bidders (SITB)** related to this purchase, as contained in **Section III** of these documents and follow the same accordingly. Whenever there is a conflict between the **GITB** and the **SITB**, the provisions contained in the **SITB** shall prevail over those in the **GITB**.

2.4 Before formulating the **Bid** and submitting the same to the purchaser on-line, the **Bidder** should read and examine all the terms, conditions, instructions etc. contained in the **Bid documents**. Failure to provide and/or comply with the required information, instructions etc. incorporated in these Bid documents may result in rejection of its **Bid**.

3. **Availability of Funds**

3.1 **Expenditure** to be incurred for the proposed purchase will be met from the funds available with the **purchaser**.
4. **Language of Bid**

4.1 The Bid submitted by the Bidder and all subsequent correspondence and documents relating to the Bid exchanged between the Bidder and the purchaser, shall be written in the English language. However, the language of any printed literature furnished by the Bidder in connection with its Bid may be written in any other language provided the same is accompanied by an English translation and, for purposes of interpretation of the Bid, the English translation shall prevail.

4.2 The Bid submitted by the Bidder and all subsequent correspondence and documents relating to the Bid exchanged between the Bidder and the purchaser, may also be written in the Hindi language, provided that the same are accompanied by English translation, in which case, for purpose of interpretation of the Bid etc, the English translations shall prevail.

5. **Eligible Bidders**

5.1 This invitation for Bids is opened to all suppliers who fulfill the eligibility criteria specified in these documents.

6. **Eligible Goods and Services**

6.1 All goods and related services to be supplied under the contract shall have their origin in India or other countries, subject to any restriction imposed in this regard in Section III (SITB). The term “origin” used in this clause means the place where the goods are mined, grown, produced, or manufactured or from where the related services are arranged and supplied.

7. **Bidding Expenses**

7.1 The Bidder shall bear all costs and expenditure incurred and/or to be incurred by it in connection with its Bid including preparation, mailing and submission of its Bid and for subsequent processing the same. The purchaser will, in no case be responsible or liable for any such cost, expenditure etc regardless of the conduct or outcome of the Bidding process.

B. **BIDDING DOCUMENTS**

8. **Content of Bidding Documents**

8.1 In addition to Section I – “Invitation for Bid” (IFB), the Bidding documents include:

- Section II - General Instructions to Bidders (GITB)
- Section III - Special Instructions to Bidders (SITB)
- Section IV - General Conditions of Contract (GCC)
- Section V - Special Conditions of Contract (SCC)
- Section VI - List of Requirements
- Section VII - Technical Specifications
- Section VIII - Quality Control Requirements
8.2 The relevant details of the required goods and services, the terms, conditions and procedure for Bidding, Bid evaluation, placement of contract, the applicable contract terms and, also, the standard formats to be used for this purpose are incorporated in the above-mentioned documents. The interested Bidders are expected to examine all such details etc to proceed further.

9. **Amendments to Bidding Documents**

9.1 At any time prior to the **deadline** for submission of Bids, the **purchaser** may, for any reason deemed fit by it, **modify** the Bidding documents by **issuing suitable amendment(s)** to it.

9.2 Such an **amendment** will be **notified in writing** on purchaser’s Website by **registered/speed post** or by **fax/telex/e-mail**, followed by copy of the same by **registered post**, to all prospective Bidders, which have **received the Bidding documents** and will be binding on them.

9.3 In order to provide **reasonable time** to the **prospective Bidders** to take necessary action in **preparing** their Bids as per the amendment, the purchaser may, at its discretion **extend the deadline** for the submission of Bids and other allied time frames, which are linked with that deadline.

10. **Clarification of Bidding Documents**

10.1 A Bidder requiring any clarification or elucidation on any issue of the Bidding documents may take up the same with the purchaser in **writing** or by **fax / e-mail/telex**. The purchaser will respond in writing to such request provided the same is **received** by the purchaser not later than twenty one days (unless otherwise specified in the SITB) prior to the prescribed date of submission of Bid.
C. PREPARATION OF BIDS

11. **Documents Comprising the Bid**

11.1 The **Bid** to be **submitted** by **Bidder** shall **contain** the **following documents**, duly filled in, as required:

- **Bid Form** and **Price Schedule** in accordance with **GITB clause 8.1**
- **Documentary evidence**, as necessary in terms of **clauses 5 and 17** establishing that the **Bidder** is **eligible** to **submit** the **Bid** and, also, **qualified** to **perform** the **contract** if it’s **Bid** is **accepted**.
- **Documents** and **relevant details** to **establish** in accordance with **GITB clause 18** that the **goods** and the **allied services** wherever applicable to be **supplied** by the **Bidder** **conform** to the **requirement** of the **Bid documents**.
- **Copy of Bid Security** (i.e. **Earnest money deposit**) furnished in accordance with **GITB clause 19.1**; alternatively, **documentary evidence** as per **GITB clause 19.2** for claiming **exemption** from payment of **Bid Security** (i.e. **earnest money**).

And

- **Questionnaire** as per **Section XII**.

**NB**: The **Bidders** may also **enclose** in their **Bids**, **technical literature** and other **documents** as and if **considered necessary by them**.

11.2 The **authorized signatory** of the **Bidder** must **sign** the **Bid** at **appropriate places** and **initial** the **remaining pages** of the **Bid**.

11.3 A **Bid**, which does **not fulfill** any of the **above requirements** and/or gives **evasive information/reply** against any such requirement, shall be liable to be **ignored** and **rejected**.

11.4 **Bid** sent by **fax/telex/cable** shall be **ignored**.

12. **Bid currencies**

12.1 **Unless otherwise specified**, the **Bidder** shall **quote** only in **Indian rupees**.

12.2 Where the **Bid condition** specifies **acceptance of quotations** in **different currencies**, then, for **domestic goods, prices** shall be **quoted in Indian rupees only** and for **imported goods, prices** shall be **quoted** either in Indian rupees or in the **currency of the country of origin of goods**. As regards **price(s)** for **allied services** wherever **applicable**, if any required with the goods, the same shall be quoted in **Indian Rupees**, if such **services** are to be **performed/undertaken in India**. **Commission for Indian Agent**, if any and if payable shall **be indicated** in the **space** provided for in the **price schedule** and **quoted in Indian Rupees only**.
12.3 Bids, where prices are quoted in any other way shall be treated as un-responsive and rejected.

13. **Bid Prices**

13.1 The Bidder shall fill in the price of each item and Taxes, if applicable in the BOQ to be submitted online.

13.2 **If there is more than one schedule in the List of Requirements, the Bidder has the option to submit its quotation for any one or more schedules.** However, while quoting for a schedule, the Bidder shall quote for the complete requirement of goods and services as specified in that particular schedule, **failing which the Bid for that schedule shall be treated as unresponsive and ignored.**

13.3 The quoted prices for goods offered from within India and that for goods offered from abroad are to be indicated separately in the applicable Price Schedules attached under Section XI.

13.4 While filling up the BOQ, the following aspects should be noted for compliance:-

13.4.1 For goods offered from within India, the prices in the corresponding price schedule shall be entered separately in the following manner:-

   a) **the price of the goods, quoted ex-factory, ex-showroom, ex-warehouse or off-the-shelf, as applicable, including all taxes and duties like GST etc. already paid or payable on the components and raw material used in the manufacture or assembly of the goods quoted ex-factory etc. or on the previously imported goods of foreign origin quoted ex-showroom etc.**

   b) any sales or other taxes and any duties including excise duty, which will be payable on the goods in India, if the contract is awarded.

   c) **Charges towards inland transportation, insurance and other local costs incidental to delivery of the goods to their final destination as specified in the List of Requirements**

      and

   d) **the price of incidental services, as and if mentioned in List of Requirements.**

13.4.2 For goods offered from abroad, the prices in the corresponding price schedule shall be entered separately in the following manner:-

   a) **The price of goods quoted FAS / FOB port of shipment, CIF port of entry in India or CIP specified place of destination in India as indicated in the List of Requirements.**
b) Wherever applicable, the amount of custom duty and import duty on the goods to be imported.

c) The charges for inland transportation, insurance and other local costs incidental to delivery of the goods from the port of entry in India to their final destination, as specified in the List of Requirements.

and

d) The charges for incidental services, as and if mentioned in the List of Requirements.

13.5 Additional information and instruction on Duties and Taxes:

13.5.1 If the Bidder desires to ask for GST etc. to be paid extra, the same must be specifically stated. In the absence of any such stipulation, the price will be taken inclusive of such duties and taxes and no claim for the same will be entertained later.

13.5.2 Excise Duty:

13.5.2 GST:

If a Bidder asks for GST to be paid extra, the rate and nature of GST applicable should be shown separately. The GST, if payable, will be paid as per the rate at which it is liable to be assessed or has actually been assessed, provided the transaction of sale is legally liable to GST and is payable as per the terms of the contract.

13.5.4 Octroi Duty and Local Duties & Taxes: Not applicable.

13.5.5 Customs Duty:

In respect of imported stores offered from abroad, the Bidder shall specify the rate as well as the total amount of customs duty payable. The Bidder shall also indicate the corresponding Indian Customs Tariff Number applicable for the goods in question.

It must be always kept in view that vide Notification No. 51/96-Customs dated 23.7.1996 (as amended on date), the imported goods to be supplied to Indian Council of Agricultural Research (ICAR) and its constituent Institutes against ICAR contracts (including contracts executed by ICAR Institutes) for any Research-related purposes are substantially exempted from levy of any Custom duty, and, subsequently fully exempted from any consequential excise duty / sales tax / VAT, etc..

Keeping this in view, the supplier shall ensure that the imported stores to be supplied by the supplier against the contract placed by the purchaser are exempted to the admissible extent from levy of any Custom duty or consequential excise duty or sales tax and, accordingly, obtain the necessary Custom Duty Exemption Certificate from the purchaser.

13.6 For transportation of imported goods offered from abroad, relevant instructions as incorporated under GCC Clause 10 shall be followed.
13.7 For insurance of goods to be supplied, relevant instructions as provided under GCC Clause 11 shall be followed.

13.8 Unless otherwise specifically indicated in this Bidding document, the terms FOB, FAS, CIF, CIP etc. for imported goods offered from abroad, shall be governed by the rules & regulations prescribed in the current edition of INCOTERMS, published by the International Chamber of Commerce, Paris.

13.9 The need for indication of all such price components by the Bidders, as required in this clause (viz., GITB clause 12) is for the purpose of comparison of the Bids by the purchaser and will no way restrict the purchaser’s right to award the contract on the selected Bidder on any of the terms offered.

14. Indian Agent

14.1 If a foreign Bidder has engaged an agent in India in connection with its Bid, the foreign Bidder, in addition to indicating (i.e. disclosing) the Indian agent’s commission, if any, in a manner described under GITB sub clause 12.2 above, shall also furnish the following information:-

a) The complete name and address of the Indian Agent and its permanent income tax account number as allotted by the Indian Income Tax authority.

b) The details of the services to be rendered by the agent for the subject requirement.

15. Firm Price / Variable Price

15.1 Unless otherwise specified in the SITB, prices quoted by the Bidder shall remain firm and fixed during the currency of the contract and not subject to variation on any account. If a Bidder, against the requirement for fixed price Bid, submits the Bid with variable/ adjustable price, that Bid will be treated as un-responsive and rejected.

15.2 In case the Bidding documents require offers on variable price basis, the price quoted by the Bidders will be subject to adjustment during the currency of the contract to take care of the changes in the cost of labour and material components in accordance with the price variation formula to be specified in the SITB. If a Bidder submits firm price quotation against the requirement of variable price quotation, that Bid will be prima-facie acceptable and considered further, taking price variation asked for by the Bidder as zero.

15.3 However, as regards taxes and duties, if any, chargeable on the goods and payable, the conditions stipulated in GITB clause 13 will apply for both firm price Bid and variable price Bid.
16. **Alternative Bids**

16.1 Unless otherwise specified in the Schedule of Requirements, alternative Bids shall not be considered.

17. **Documents Establishing Bidder’s Eligibility and Qualifications**

17.1 Pursuant to GITB clause 11, the Bidder shall furnish, as part of its Bid, relevant details and documents establishing its eligibility to quote and its qualifications to perform the contract, if its Bid is accepted.

17.2 The documentary evidence needed to establish the Bidder’s qualifications shall fulfill the following requirements:

   a) in case the Bidder offers to supply goods, which are manufactured by some other firm, the Bidder has been duly authorized by the goods manufacturer to quote for and supply the goods to the purchaser. The Bidder shall submit the manufacturer’s authorization letter to this effect as per the standard form provided under Section XIV in this document.

   b) the Bidder has the required financial, technical and production capability necessary to perform the contract and, further, it meets the qualification criteria incorporated in the Section IX in these documents.

   c) in case the Bidder is not doing business in India, it is/will be duly represented by an agent stationed in India fully equipped and able to carry out the required contractual functions and duties of the supplier including after sale service, maintenance & repair etc. of the goods in question, stocking of spare parts and fast moving components and other obligations, if any, specified in the conditions of contract and/or technical specifications.

   d) in case the Bidder is an Indian agent quoting on behalf of a foreign manufacturer, the Indian agent is already enlisted under the Compulsory Enlistment Scheme of Ministry of Finance, Govt. of India, operated through Directorate General of Supplies & Disposals (DGS&D), New Delhi.

18. **Documents establishing Good’s Conformity to Bidding Document**

18.1 The Bidder shall provide in its Bid the required as well as the relevant documents like technical data, literature, drawings etc. to establish that the goods and services offered in the Bid fully conform to the goods and services specified by the purchaser in the Bidding documents. For this purpose, the Bidder shall also provide a clause-by-clause commentary on the technical specifications and other technical details incorporated by the purchaser in the Bid documents to establish technical responsiveness of the goods and services offered in its Bid.
18.2 In case there is any variation and/or deviation between the goods & services prescribed by the purchaser and that offered by the Bidder, the Bidder shall list out the same in a chart form without ambiguity and provide the same along with its Bid.

18.3 If a Bidder furnishes wrong and/or misleading data, statement(s) etc. about technical acceptability of the goods and services offered by it, its Bid will be liable to be ignored and rejected in addition to other remedies available to the purchaser in this regard.

19. **Bid Security (i.e. Earnest Money Deposit)**

19.1 Pursuant to GITB clauses 8.1 and 11.1(d), the Bidder shall furnish along with its Bid, the Bid Security / earnest money for amount as shown in the List of Requirements. The Bid Security / earnest money is required to protect the purchaser against the risk of the Bidder’s unwarranted conduct as amplified under sub-clause 19.7 below.

19.2 The Bidders, who are currently registered and, also, will continue to remain registered during the Bid validity period with Directorate General of Supplies & Disposals or with National Small Industries Corporation, New Delhi are exempted from furnishing Bid Security / earnest money. In case the Bidder falls in these categories, it should furnish certified copy of its valid registration details (with DGS&D or NSIC, as the case may be).

19.3 The Bid Security / earnest money shall be denominated in Indian Rupees @ two to five percent of the estimated value of the goods to be procured as specified in the tender.

19.4 The Bid Security / earnest money shall be furnished in one of the following forms:-

i) Demand Draft  
ii) Fixed Deposit Receipt  
iii) Bank Guarantee  
iv) Banker’s Cheque

The demand draft, fixed Deposit receipt shall be drawn on any commercial bank in India, in favour of the authority specified in the SITB. In case of bank guarantee, the same is to be provided from any commercial scheduled bank in India as per the format specified under Section XIII in these documents.

19.5 The Bid Security / earnest money shall be valid for a period of 90 days beyond the validity period of the Bid.

19.6 Unsuccessful Bidders’ Bid Securities / earnest monies will be returned to them without any interest, after expiry of the Bid validity period, but not later than thirty days after conclusion of the resultant contract. Successful Bidder’s Bid Security / earnest money will be returned without any interest, after receipt of performance security from that Bidder.

19.7 Bid Security / Earnest money of a Bidder will be forfeited, if the Bidder withdraws or amends its Bid or impairs or derogates from the Bid in any respect within the period of validity of its Bid. The successful Bidder’s Bid Security / EMD will be forfeited, if it fails to furnish the required performance security within the specified period.
20. **Bid Validity**

20.1 If not mentioned otherwise in the SITB, the Bids shall remain valid for acceptance for a period of 90 days after the date of Bid opening prescribed in the Bid document. Any Bid valid for a shorter period shall be treated as unresponsive and rejected.

20.2 In exceptional cases, the Bidders may be requested by the purchaser to extend the validity of their Bids upto a specified period. Such request(s) and responses thereto shall be conveyed by surface mail or by fax/ telex/cable followed by surface mail. The Bidders, who agree to extend the Bid validity, are to extend the same without any change or modification of their original Bid and they are also to extend the validity period of the BID SECURITY accordingly. A Bidder, however, may not agree to extend its Bid validity without forfeiting its BID SECURITY.

20.3 In case the day upto which the Bids are to remain valid falls on/ subsequently declared a holiday or closed day for the purchaser, the Bid validity shall automatically be extended upto the next working day.

21. **Submission of Bid**: The bid must be submitted through on-line as per prescribed instructions only.

### D. SUBMISSION OF ONLINE-BIDS

22. **Submission of Online-Bids**

Unless otherwise specified, the Bidders are to submit Online Bids only through [http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) as indicated in the SITB. However, Original Pay Orders of Bid Security as per detail above, must be deposited in the form of Demand Draft /FDR/ Banker’s Cheque/ Bank Guarantee payable to “ICAR Unit, NDRI, Karnal”, in person to Administrative Officer, ICAR-NDRI, Karnal – 132001. The particulars of the Earnest Money deposited must also be superscribed on the top of the envelope by mentioning the draft/pay order number(s), date and amount and name of the Fodder(s) and tender submission ID proof, failing which the bids will not be accepted.

23. **Bid received through other Mode**

23.1 The Bidder(s) may note that ONLINE BIDS will ONLY be accepted the requisite supporting documents as mentioned in the bid document should and must be uploaded On-line [http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app). The Bids sent through FAX, E-mail, by hand, by post and/or by any other mean, shall not be accepted/ processed, in any case.

24. **Alteration and Withdrawal of Bid**

24.1 The Bidder, after submitting its Bid, is permitted to alter / modify its online-Bid so long as such alterations / modifications are as per process of online-bidding, within the deadline for submission of Bids. Alterations / modifications to online-Bids received after the prescribed deadline will not be considered.
24.2 **No Bid should be withdrawn after the deadline for submission of online-Bid and before expiry of the Bid validity period.** If a Bidder withdraws the online-Bid during this period, it will result in **forfeiture** of the **earnest money** furnished by the Bidder in its Bid.

**E. ONLINE BID OPENING**

25. **Opening of Online-Bids**

25.1 The **purchaser** will **open the online-Bids at the specified date and time** and at the **specified place** as indicated in the **SITB/Notification made in Website/on-line portal** as the case may be.

In case the specified date of online-Bid opening falls on / is subsequently declared a holiday or closed day for the purchaser, the Bids will be opened at the appointed time and place on the next working day.

25.2 **Authorized representatives** of the Bidders, who have submitted online-Bids on time may attend the **Bid opening** provided they bring with them letters of authority from the corresponding Bidders.

The **Bid opening official(s)** will **prepare a list of the representatives attending the online-Bid opening.** The list will **contain the representatives’ names & signatures and corresponding Bidders’ names and addresses.**

Alternately, the bidders can also see the particulars on-line from their system.

25.3 During the online-Bid opening, the **Bid opening official(s)** will read the salient features of the Bids like description of the **goods offered, price, special discount if any, delivery period, whether earnest money** furnished or not and any other special features of the Bids, as deemed fit by the **Bid opening official(s).**
F. SCRUTINY AND EVALUATION OF ONLINE-BIDS

26. Basic Principle

26.1 Online Bids will be evaluated on the basis of the terms & conditions already incorporated in the Bidding document, based on which Bids have been received and the terms, conditions etc. mentioned by the Bidders in their Bids. No new condition will be brought in while scrutinizing and evaluating the Bids.

27. Scrutiny of Bids

27.1 The Online Bids will first be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the Bidding document. The Bids, which do not they meet the basic requirements, are liable to be treated as non-responsive and shall be ignored.

27.2 The following are some of the important aspects, for which a Bid may be declared non-responsive, shall be ignored and their price bid(s) shall not be opened:-

(i) Bidder is not eligible.
(ii) Bid validity is shorter than the required period.
(iii) Required BID SECURITY has not been provided.
(iv) Bidder has not agreed to give the required performance security.
(v) Bidder has not furnished requisite documents, proofs etc. as required under the Bid Document.
(vi) The bidder is not fulfilling qualification criteria as per section IX of the Bid Document.
(vii) Bidder has quoted variable price against the requirement of firm price.
(viii) Delivery period quoted by the Bidder is beyond the required period projected in the Bidding document.
(ix) Against a schedule in the List of Requirement (incorporated in the Bidding), the Bidder has not quoted for the entire requirement as specified in that schedule.
(x) Bidder has not agreed to essential condition(s) specially incorporated in the Bidding.

PRICE BIDS OF ONLY THOSE BIDDERS SHALL BE OPENED WHO ARE FOUND AND DECLARED TECHNICAL RESPONSIVE.
28. **Minor Informality/Irregularity/Non-Conformity**

28.1 If during the preliminary examination, the purchaser find any minor informality and/or irregularity and/or non-conformity in a Bid, the purchaser may waive the same provided it does not constitute any material deviation and financial impact and, also, does not prejudice or affect the ranking order of the Bidders. Wherever necessary, the purchaser will convey its observation on such ‘minor’ issues to the Bidder by registered/speed post etc. asking the Bidder to respond by a specified date. If the Bidder does not reply by the specified date or gives evasive reply without clarifying the point at issue in clear terms, that Bid will be liable to be ignored.

29. **Discrepancy in Prices**

29.1 If, in the price structure quoted by a Bidder, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless the purchaser feels that the Bidder has made a mistake in placing the decimal point in the unit price, in which case the total price as quoted shall prevail over the unit price and the unit price corrected accordingly.

29.2 If there is an error in a total price, which has been worked out through addition and/or subtraction of subtotals, the subtotals shall prevail and the total corrected; and

29.3 If there is a discrepancy between the amounts express in words and figures, the amount in words shall prevail, subject to sub clause 29.1 and 29.2 above.

29.4 If, as per the judgment of the purchaser, there is any such arithmetical discrepancy in a Bid, the same will be suitably conveyed to the Bidder by registered / speed post. If the Bidder does not agree to the observation of the purchaser, the Bid is liable to be ignored.

30. **Discrepancy**

30.1 In case any discrepancy is observed the purchaser will convey its observation suitably to the Bidder by register / speed post and, if the Bidder does not accept the purchaser's observation, that Bid will be liable to be ignored.

31. **Qualification Criteria**

31.1 Bids of the Bidders, who do not meet the required qualification criteria prescribed in Section IX and also whose samples(s) of the feed/grain are not meeting desired technical specification & composition given in the Section-VII, will be treated as non-responsive and their price bids shall not be opened. Price Bids of only those bidders shall be opened who are declared Technical Responsive.

32. **Conversion of Bid currencies to Indian Rupees**

32.1 In case the Bidding document permits the Bidders to quote their prices in different currencies, all such quoted prices of the responsive Bidders will be converted to a single currency viz., Indian Rupees for the purpose of equitable comparison and
evaluation, as per the B.C. selling exchange rates established by the State Bank of India for similar transaction, as on the date of Bid opening.

33. Schedule-wise Evaluation

33.1 In case the List of Requirements contains more than one schedule, the responsive Bids will be evaluated and compared separately for each schedule. The Bid for a schedule will not be considered if the complete requirement prescribed in that schedule is not included in the Bid. However, as already mentioned in GITB sub clause 13.2, Bidders have the option to quote for any one or more schedules and offer discounts for combined schedules. Such discounts, wherever applicable, will be taken into account to determine the Bid or combination of Bids offering the lowest evaluated cost for the purchaser in deciding the successful Bidder for each schedule, subject to that Bidder(s) being responsive. However, final decision will rest upon Director, NDRI, Karnal.

34. Comparison on CIP Destination Basis

34.1 Unless mentioned otherwise in Section-III – Special Instructions to Bidders and Section-VI – List of Requirements, the comparison of the responsive Bids shall be on CIP destination basis, duly delivered, commissioned, etc. as the case may be.

35. Additional Factors and Parameters for Evaluation and Ranking of Responsive Bids

35.1 Further to GITB Clause 34 above, the purchaser’s evaluation of a Bid will include and take into account the following:

i) in the case of goods manufactured in India or goods of foreign origin already located in India, sales tax & other similar taxes and excise duty & other similar duties, which will be contractually payable (to the Bidder), on the goods if a contract is awarded on the Bidder; and

ii) in the case of goods of foreign origin offered from abroad, customs duty and other similar import duties/taxes, which will be contractually payable (to the Bidder) on the goods if the contract is awarded on the Bidder.

35.2 The purchaser’s evaluation of Bid will also take into account the additional factors, if any, incorporated in SITB in the manner and to the extent indicated therein.

35.3 In case there is provision in the Bid documents for price preference to small scale sectors etc. and purchase preference to central public sector undertakings, the same will also be taken care of while evaluating, comparing and ranking the responsive Bids.

35.4 If the Bids have been invited on variable price basis, the Bids will be evaluated, compared and ranked on the basis of the position as prevailing on the day of Bid opening and not on the basis of any future date.
36. **Bidder’s capability to perform the contract**

36.1 The purchaser, through the above process of Bid scrutiny and Bid evaluation will determine to its satisfaction whether the Bidder, whose Bid has been determined as the lowest evaluated responsive Bid, is eligible, qualified and capable in all respects to perform the contract satisfactorily. If there is more than one schedule in the List of Requirements, then, such determination will be made separately for each schedule.

36.2 The above mentioned determination will *inter alia*, take into account the Bidder’s financial, technical and production capabilities for satisfying all the requirements of the purchaser as incorporated in the Bid document. Such determination will be based upon scrutiny and examination of all relevant data and details submitted by the Bidder in its Bid as well as such other allied information as deemed appropriate by the purchaser.

37. **Contacting the Purchaser**

37.1 From the time of submission of Bid to the time of awarding the contract, if a Bidder needs to contact the purchaser for any reason relating to this Bidding and/or its Bid, it should do so only in writing.

37.2 In case a Bidder attempts to influence the purchaser in the purchaser’s decision on scrutiny, comparison & evaluation of Bids and awarding the contract, the Bid of the Bidder shall be liable for rejection in addition to appropriate administrative actions being taken against that Bidder, as deemed fit by the purchaser.

G. **AWARD OF CONTRACT**

38. **Purchaser’s Right to accept any Bid and to reject any or All Bids**

38.1 The purchaser reserves the right to accept in part or in full any Bid or reject any Bid without assigning any reason or to cancel the Bidding process and reject all Bids at any time prior to award of contract, without incurring any liability, whatsoever to the affected Bidder or Bidders.

39. **Award Criteria**

39.1 Subject to GITB clause 38 above, the contract will be awarded to the lowest evaluated responsive Bidder decided by the purchaser in terms of GITB Clause 36.

40. **Variation of Quantities at the Time of Award**
At the time of awarding the contract, the purchaser reserves the right to increase or decrease by up to 25 per cent, the quantity of goods and services mentioned in the schedule (s) in the “List of Requirements” without any change in the unit price and other terms & conditions quoted by the Bidder.

41. Notification of Award

41.1 Before expiry of the Bid validity period, the purchaser will notify the successful Bidder(s) in writing, by registered / speed post or by fax/ telex/cable (to be confirmed by registered / speed post) that its Bid for goods & services, which have been selected by the purchaser, has been accepted, also briefly indicating there in the essential details like description, specification and quantity of the goods & services and corresponding prices accepted. The successful Bidder must furnish to the purchaser the required performance security within the given time by purchaser. Relevant details about the Performance Security have been provided under GCC Clause 5 under Section IV.

41.2 The notification of award shall constitute the conclusion of the contract.

42. Issue of Contract

42.1 Promptly after notification of award, the purchaser will mail the contract form (as per Section XVI) duly completed and signed, in duplicate, to the successful Bidder by registered / speed post.

42.2 Within fifteen days from the date of the contract, the successful Bidder will return the original copy of the contract, duly signed and dated, to the purchaser by registered / speed post.

43. Non-receipt of Performance Security and Contract by the Purchaser

43.1 Failure of the successful Bidder in providing performance security and / or returning contract copy duly signed in terms of GITB clauses 41 and 42 above shall make the Bidder liable for forfeiture of its BID SECURITY and, also, for further actions by the purchaser against it.

44. Return of Bid Security

44.1 The earnest money of the successful Bidder and the unsuccessful Bidders will be returned to them without any interest, whatsoever, in terms of GITB Clause 19.6.

45. Publication of Bid Result

45.1 The name and address of the successful Bidder(s) receiving the contract(s) will be mentioned in the notice board/bulletin/web site of the purchaser.
SECTION - III

SPECIAL INSTRUCTIONS TO BIDDERS (SITB)
The following Special Instructions to Bidders will apply for this purchase. These special instructions will modify/substitute/supplement the corresponding General Instructions to Bidders (GITB) incorporated in Section II. The corresponding GITB clause numbers have also been indicated in the text below:

In case of any conflict between the provision in the GITB and that in the SITB, the provision contained in the SITB shall prevail.

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<td>A. Preamble</td>
<td>1.2.(i)</td>
<td>Definition of Purchaser</td>
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<td></td>
<td>1.2.(iv)</td>
<td>Definition of Goods</td>
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<td>The Bids will be received online only through <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a>. However, Original Pay Orders of Bid Security as per details above, payable to &quot;ICAR Unit- NDRI, Karnal&quot;, in person to Asstt. Adm. Officer (P), ICAR – NDRI, Karnal-132001, having Name, Address and Signature of the Bidder on the envelope, up to 05:00 PM of 16-05-2020 The particulars of the Earnest Money deposited must also be superscripted on the top of the envelope by mentioning the draft/pay order number(s), date and amount and name of the items and tender submission ID proof, failing which the bids will not be accepted. MSMEs are exempted from depositing EMD.</td>
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</tbody>
</table>

7. **F. Award of Contract**  

| 40.1 | Variation of Quantities at the Time of Award | Since it is a Rate Contract, there is no prior commitment of quantity. Accordingly, the Quantity mentioned in the List of Requirements (Section – VI) indicates only the quantity of anticipated drawal which may increase or decrease as per the requirement. |
SECTION - IV

GENERAL CONDITIONS OF CONTRACT (GCC)
GENERAL CONDITIONS OF CONTRACT (GCC)

1. Application

1.1 The General Conditions of Contract incorporated in this section shall be applicable for this purchase to the extent the same are not superseded by the Special Conditions of Contract prescribed under Section V of this document. The Bidders shall also note the same.

2. Use of contract documents and information

2.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract or any provision thereof including any specification, drawing, sample or any information furnished by or on behalf of the purchaser in connection therewith, to any person other than the person(s) employed by the supplier in the performance of the contract emanating from this Bidding document. Further, any such disclosure to any such employed person shall be made in confidence and only so far as necessary for the purposes of such performance for this contract.

2.2 Further, the supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC sub-clause 2.1 above except for the sole purpose of performing this contract.

2.3 Except the contract issued to the supplier, each and every other document mentioned in GCC sub-clause 2.1 above shall remain the property of the purchaser and, if advised by the purchaser, all copies of all such documents shall be returned to the purchaser on completion of the supplier’s performance and obligations under this contract.

3. Patent Rights

3.1 The supplier shall, at all times, indemnify the purchaser, free of cost, against all claims which may arise in respect of goods & services to be provided by the supplier under the contract for infringement of any right protected by patent, registration of designs or trademarks. In the event of any such claim in respect of alleged breach of patent, registered designs, trademarks etc. being made against the purchaser, the purchaser shall notify the supplier of the same and the supplier shall, at his own expenses take care of the same for settlement without any liability to the purchaser.

4. Country of Origin

4.1 All goods and services to be supplied and provided for the contract shall have the origin in India or in the countries with which the Government of India has trade relations.
4.2 The word “origin” incorporated in this clause means the place from where the goods are mined, cultivated, grown, manufactured, produced or processed or from where the services are arranged.

5. **Performance Security**

5.1 Within **ten days or as indicated in the supply order specifically after** the issue of notification of award by the purchaser, the supplier shall furnish performance security to the purchaser for an amount equal to **10 (ten) per cent of the total value of the contract**, valid up to **sixty days after the date of completion of all contractual obligations by the supplier, including the warranty obligations**.

5.2 The **Performance security shall be denominated in Indian Rupees five to ten percent of the value of the contract or in the currency of the contract and shall be in one of the following forms**:

   a) Account Payee Demand Draft or Fixed Deposit Receipt or as indicated in supply order drawn on any scheduled commercial bank in India, in favour of the official of the purchaser as indicated in SCC under Section V.

   b) Bank Guarantee issued by a scheduled commercial bank in India, in the prescribed form as provided in Section XV of this document.

5.3 In the event of any loss due to supplier’s failure to fulfill its obligations in terms of the contract, the performance security shall be forfeited fully or partially on the discretion of the purchaser.

5.4 In the event of any amendment issued to the contract, the supplier shall, within twenty-one days of issue of the amendment, furnish the corresponding amendment to the Performance Security (as necessary), rendering the same valid in all respects in terms of the contract, as amended.

5.5 Subject to GCC sub-clause 5.3 above, the purchaser will release the performance security without any interest to the supplier on completion of the supplier’s all contractual obligations including the warranty obligations.

6. **Technical Specifications and Standards**

6.1 The **Goods & Services** to be provided by the supplier under this contract shall conform to the technical specifications and quality control parameters mentioned in ‘Technical Specification’ and ‘Quality Control Requirements’ under Sections VII and VIII of this document.

7. **Packing and Marking**

7.1 The **packing** for the goods to be provided by the supplier should be strong and durable enough to withstand, without limitation, the entire journey during transit including transshipment (if any), rough handling, open storage etc. without any damage,
deterioration etc. As and if necessary, the size, weights and volumes of the packing cases shall also take into consideration, the remoteness of the final destination of the goods and availability or otherwise of transport and handling facilities at all points during transit up to final destination as per the contract.

7.2 The quality of packing, the manner of marking within & outside the packages and provision of accompanying documentation shall strictly comply with the requirements as provided in Technical Specifications and Quality Control Requirements under Sections VII and VII and in SCC under Section V. In case the packing requirements are amended due to issue of any amendment to the contract, the same shall also be taken care of by the supplier accordingly.

7.3 Packing instructions:

Unless otherwise mentioned in the Technical Specification and Quality Control Requirements under Sections VII and VII and in SCC under Section V, the supplier shall make separate packages for each consignee (in case there is more than one consignee mentioned in the contract) and mark each package on three sides with the following with indelible paint of proper quality:

a. contract number and date
b. brief description of goods including quantity
c. packing list reference number
d. country of origin of goods
e. consignee's name and full address and
f. supplier's name and address

8. **Inspection and Quality Control**

8.1 The purchaser and/or its nominated representative(s) will, without any extra cost to the purchaser, inspect and/or test the ordered goods in the purchaser’s premises only and the related services to confirm their conformity to the contract specifications and other quality control details incorporated the contract. The purchaser shall inform the supplier in advance, in writing, the purchaser’s programme for such inspection and, also the identity of the officials to be deputed for this purpose.

8.2 The Technical Specification and Quality Control Requirements incorporated in the contract shall specify what inspections and tests are to be carried out and, also, where and how they are to be conducted.

8.3 If during such inspections and tests the contracted goods fail to conform to the required specifications and standards, the purchaser’s inspector may reject them and the supplier shall either replace the rejected goods or make all alterations necessary to meet the specifications and standards, as required, free of cost to the purchaser and resubmit the same to the purchaser’s inspector for conducting the inspections and tests again.

8.4 In any case sampling/inspection will only be done in the Purchaser’s premises.

8.5 If the supplier provides the goods to the purchaser’s inspector for inspection at the last moment without providing reasonable time to the inspector for completing the inspection within the contractual delivery period, the inspector may carry out the inspection and complete the formality beyond the contractual delivery period at the risk and expense of
the supplier. The fact that the goods have been inspected after the contractual delivery period will not have the effect of keeping the contract alive and this will be without any prejudice to the legal rights and remedies available to the purchaser under the terms & conditions of the contract.

8.6 The purchaser's contractual right to inspect, test and, if necessary, reject the goods after receipt of the goods' arrival at the final destination at the time of actual use shall have no bearing of the fact that the goods have previously been inspected and cleared by purchaser's inspector during the inspection just after arrival at purchaser's premises.

8.7 Goods accepted by the purchaser and/or its inspector at initial inspection and in final inspection in terms of the contract shall in no way dilute purchaser's right to reject the same later, if found deficient in terms of the warranty clause of the contract, as incorporated under GCC Clause 15.

9. **Terms of Delivery**

9.1 Goods shall be delivered by the supplier in accordance with the terms of delivery specified in the contract.

10. **Transportation of Goods**

10.1 Instructions for transportation of imported goods offered from abroad:

Unless otherwise mentioned in SCC, the supplier shall follow the instructions mentioned below:

In case of FOB/FAS contracts, shipping arrangements shall be made by the Shipping Co-ordination and Chartering Division/Shipping Co-ordination and Officer, Ministry of Surface Transport, New Delhi, India. Notice about the readiness of Cargo for shipment shall be given by the supplier from time to time at least six weeks in advance for finalizing the shipping arrangement, through Fax/Telex and courier, to the Chief Controller of Chartering, Shipping Co-ordination Officer, Ministry of Surface Transport, Government of India, New Delhi. Within three weeks of receipt of the advance notice, as above, the said Chief Controller of Chartering, Shipping Coordination Officer will advise the supplier, through Fax/Telex and courier when and on board what vessels, these goods or such part thereof are to be delivered.

If the advice for shipping arrangement is not furnished to the supplier within three weeks as aforesaid or if the vessel arranged is scheduled to arrive at the specified port of loading later than fifteen days of the date of readiness of cargo, as aforesaid, the supplier may arrange for such transport on alternative carriers with the prior written consent of the purchaser.

Where the supplier is required under the contract to deliver the goods on FOB/FAS basis and to arrange on behalf and at the expense of the purchaser for ocean transportation on Indian flag vessels or vessels of conference lines in which India is a member country, the supplier may arrange for such transportation on alternate carriers if the specified Indian flag vessels or conference vessels are not available to transport the goods within the time period(s) specified in the contract, with the prior written consent of the purchaser.
Should the goods or any part thereof be not delivered on the nominated vessel (except in case where prior written consent of the purchaser was obtained), the supplier will be liable for all payments and expenses that the purchaser may incur or be put to, by reason of such non-delivery including dead and extra freight, demurrage of vessels and any other charges, whatsoever incurred by the purchaser.

The supplier shall not arrange part-shipments and/or transshipment without the express/prior written consent of the purchaser.

Where the supplier is required under the contract to deliver the goods under CIF/CIP terms, no further restriction shall be placed on the choice of the ocean carrier except that the shipment shall be made by Indian flag vessel or by vessels belonging to the conference lines in which India is a member country.

In case of air lifting of imported goods offered from abroad, the same will be done only through the National Carrier i.e. Air India wherever applicable.

10.2 Instructions for transportation of domestic goods including goods already imported by the supplier under its own arrangement:

In case no instruction is provided in this regard in the SCC, the supplier will arrange transportation of the ordered goods as per its own procedure.

11. **Insurance:**

11.1 Unless otherwise instructed in the SCC, the supplier shall make arrangements for insuring the goods against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the following manner:

i) Wherever necessary, the goods supplied under the contract shall be fully insured in a freely convertible currency in the manner specified in the contract. If considered necessary, the insurance may be done for coverage on “all risks” basis including war risks and strike clauses. The amount to be covered under insurance should be sufficient to take care of the overall expenditure, which may be incurred due to any such damage, loss etc at the risk of the supplier.

ii) where delivery of imported goods offered from abroad is required by the purchaser on CIF/CIP basis, the supplier shall arrange for insurance for an amount equal to one hundred and ten percent of the CIF or CIP value of the goods from “warehouse to warehouse” (final destination) on “all risks” basis including war risks and strikes and pay for the insurance, making the purchaser as the beneficiary.

iii) Where delivery is on FOB/FAS basis, marine/air insurance shall be the responsibility of the purchaser.

iv) in case of supply of domestic goods on CIP destination basis, the supplier shall be responsible till the entire stores contracted for arrive in good condition at destination. The transit risk in this respect shall be covered by the Supplier by getting the stores duly insured. The insurance cover shall be obtained by the Supplier in its own name and not in the name of the Purchaser or its Consignee.
12. **Spare parts**: NOT APPLICABLE

13. **Incidental services**: NOT APPLICABLE

14. **Distribution of Dispatch Documents** for Clearance/Receipt of Goods

The supplier shall send all the relevant dispatch documents well in time to the purchaser to enable the purchaser clear or receive (as the case may be) the goods in terms of the contract.

Unless otherwise specified in the SCC, the usual documents involved and the drill to be followed in general for this purpose are as follows.

(i) **FOR DOMESTIC GOODS**

Within 24 hours of dispatch, the supplier shall notify the purchaser, consignee, and others concerned if mentioned in the contract, the complete details of dispatch and also supply the following documents to them by registered post / speed post (or as instructed in the contract):

| a) | Supplier’s Invoice indicating, interalia description and specification of the goods, quantity, unit price, total value; |
| b) | Packing list; |
| c) | Certificate of country of origin; |
| d) | Insurance certificate; |
| e) | Railway receipt/Consignment note; |
| f) | Manufacturer’s guarantee certificate and in-house inspection certificate; |
| g) | Inspection certificate issued by purchaser’s inspector |
| h) | Expected date of arrival of goods at destination |
| i) | Any other document(s) as and if specifically mentioned in the contract |

(ii) **FOR IMPORTED GOODS OFFERED FROM ABROAD**

Within 24 hours of dispatch, the supplier shall notify the purchaser, consignee, others concerned if mentioned in the contract, the complete details of dispatch and also supply to them following documents by air mail/ courier (or as instructed in the contract):

| j) | Supplier’s Invoice giving full details of the goods including quantity, value, etc.; |
| k) | Packing list; |
| l) | Certificate of country of origin; |
| m) | Manufacturer’s guarantee and Inspection certificate; |
| n) | Inspection certificate issued by the Purchaser’s Inspector; |
| o) | Insurance Certificate; |
| p) | Name of the Vessel/Carrier; |
| q) | Bill of Lading/ Airway Bill; |
15. **Warranty**: If applicable, as per supply order.

16. **Assignment**

16.1 The Supplier shall not assign, either in whole or in part, its contractual duties, responsibilities and obligations to perform the contract, except with the Purchaser’s prior written permission.

17. **Sub Contracts**

17.1 The Supplier shall notify the Purchaser in writing of all sub contracts awarded under the contract if not already specified in its Bid. Such notification, in its original Bid or later, shall not relieve the Supplier from any of its liability or obligation under the terms and conditions of the contract.

17.2 Sub contract shall be only for bought out items and sub-assemblies.

17.3 Sub contracts shall also comply with the provisions of GCC Clause 4 (“Country of Origin”).

18. **Modification of contract**

18.1 If necessary, the purchaser may, by a written order given to the supplier at any time during the currency of the contract, make alterations and modifications, within the general scope of contract in any one or more of the following:

   a) Specifications, where goods to be supplied under the contract are to be specially manufactured for the purchaser,

   b) mode of packing,

   c) mode of dispatch,

   d) place of delivery, and

   e) any other area(s) of the contract, as felt necessary by the purchaser depending on the merits of the case.

18.2 In the event of any such modification/alteration causing increase or decrease in the cost of goods and services to be supplied and provided, or in the time required by the supplier to perform any obligation under the contract, an equitable adjustment shall be made in the contract price and/or contract delivery schedule, as the case may be, and the
contract amended accordingly. If the supplier doesn’t agree to the adjustment made by the purchaser, the supplier shall convey its views to the purchaser within twenty-one days from the date of the supplier’s receipt of the purchaser’s amendment / modification of the contract.

19. Prices

19.1 Prices to be charged by the supplier for supply of goods and provision of services in terms of the contract shall not vary from the corresponding prices quoted by the supplier in its Bid and incorporated in the contract except for any price adjustment authorized in the SCC.

20. Taxes and Duties

20.1 Supplier shall be entirely responsible for all taxes, duties, fees, levies etc. incurred until delivery of the contracted goods to the purchaser.

20.2 Further instruction, if any, shall be as provided in the SCC.

21. Terms and Mode of Payment

21.1 The detailed terms and mode of payment shall be as provided in the SCC.

21.2 Unless specified otherwise in the SCC, the following general conditions will apply for payment to the supplier.

21.3 The payment shall be made in the currency / currencies authorized in the contract.

21.4 The supplier shall send its claim for payment in writing, when contractually due, along with relevant documents etc., duly signed with date, as specified in SCC and in a manner as also specified therein.

21.5 While claiming payment, the supplier is also to certify in the bill that the payment being claimed is strictly in terms of the contract and all the obligations on the part of the supplier for claiming that payment has been fulfilled as required under the contract.

21.6 The important documents, which the supplier is to furnish while claiming payment, are:

a) Original Invoice
b) Packing List
c) Certificate of country of origin of the goods
d) Certificate of pre-dispatch inspection by purchaser’s representative
e) Manufacturer’s test certificate
f) Certificate of Insurance
g) Bill of loading/Airway bill/Rail receipt or any other dispatch document, issued by a government agency (like postal department) or an agency duly authorized by the concerned ministry/department

h) Consignee’s Certificate confirming receipt and acceptance of goods

21.7 While claiming reimbursement of duties, taxes etc. from the purchaser, as and if permitted under the contract, the supplier shall also certify that, in case it gets any refund out of such taxes and duties from the concerned authorities at a later date, it (the supplier) shall refund to the purchaser, the purchaser’s share out of such refund received by the supplier. The supplier shall also refund the applicable amount to the purchaser immediately on receiving the same from the concerned authorities.

21.8 In case where the supplier is not in a position to submit its bill for the balance payment for want of receipted copies of Inspection Note from the consignee and the consignee has not complained about the non-receipt, shortage, or defects in the supplies made, balance amount will be paid by the paying authority without consignee’s receipt certificate after three months from the date of advance payment subject to the following conditions:

(a) The supplier will make good any defect or deficiency that the consignee (s) may report within six months from the date of dispatch of goods.

(b) Delay in supplies, if any, has been regularized.
22. **Delay in the supplier’s performance**

22.1 The supplier shall **deliver of the goods** and perform the **services under the contract** within the **time schedule** specified by the purchaser in the **List of Requirements** and as incorporated in the contract.

22.2 Subject to the provision under GCC clause 26, any unexcused delay by the supplier in maintaining its **contractual obligations** towards **delivery of goods** and **performance of services** shall render the supplier liable to any or all of the following sanctions:

(a) imposition of liquidated damages,

(b) Forfeiture of its **performance security** and

(c) **Termination** of the contract for default.

22.3 If at any time during the currency of the contract, the supplier **encounters** conditions hindering **timely delivery** of the goods and performance of services, the supplier shall promptly inform the purchaser in writing about the same and its likely duration and make a request to the purchaser for **extension of the delivery schedule** accordingly. On receiving the supplier’s communication, the purchaser shall examine the Situation as soon as possible and, at its discretion, may agree to extend the delivery schedule, with or without liquidated damages for completion of supplier’s **contractual obligations** by issuing an amendment to the contract.

22.4 When the **period of delivery** is extended due to unexcused delay by the supplier, the **amendment letter extending the delivery period** shall, interalia contain the following conditions:

(a) The **purchaser shall** recover from the supplier, under the provisions of the clause 23 of the **General Conditions of Contract**, liquidated damages on the goods and services, which the **Supplier has failed to deliver** within the delivery period stipulated in the contract.

(b) That **no increase in price** on account of any ground, whatsoever, including any stipulation in the contract for increase in price on any other ground and, also including statutory increase in or fresh imposition of customs duty, excise duty, sales tax or on account of any other tax or duty which may be levied in respect of the goods and services specified in the contract, which takes place after the date of delivery stipulated in the contract shall be admissible on such of the said goods and services as are delivered and performed after the date of the delivery stipulated in the contract.

(c) But nevertheless, the **purchaser shall be entitled to the benefit of any decrease** in price on account of reduction in or remission of customs duty, excise duty, sales tax or any other duty or tax or levy or on account of any other grounds, which takes place after the expiry of the date of delivery stipulated in the contract.
22.5 The supplier shall not dispatch the goods after expiry of the delivery period. The supplier is required to apply to the purchaser for extension of delivery period and obtain the same before dispatch. In case the supplier dispatches the goods without obtaining an extension, it would be doing so at its own risk and no claim for payment for such supply and / or any other expense related to such supply shall lie against the purchaser.

23. **Liquidated damages**

23.1 Subject to GCC clause 26, if the supplier fails to deliver any or all of the goods or fails to perform the services within the time frame(s) incorporated in the contract, the purchaser shall, without prejudice to other rights and remedies available to the purchaser under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to the percentage prescribed in the SCC of the delivered price of the delayed goods and/or services for each week of delay or part thereof until actual delivery or performance, subject to a maximum deduction of the percentage prescribed in the SCC of the delayed goods’ or services’ contract price(s).

During the above mentioned delayed period of supply and / or performance, the conditions incorporated under GCC sub-clause 22.4 above shall also apply.

24. **Termination for default**

24.1 The purchaser, without prejudice to any other contractual rights and remedies available to it (the purchaser), may, by written notice of default to the supplier, terminate the contract in whole or in part, if the supplier fails to deliver any or all of the goods or fails to perform any other contractual obligation(s) within the time period specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC sub-clauses 22.3 and 22.4.

24.2 In the event of the purchaser terminates the contract in whole or in part, pursuant to GCC sub-clause 24.1 above, the purchaser may procure goods and/or services similar to those cancelled, with such terms and conditions and in such manner as it deems fit and the supplier shall be liable to the purchaser for the extra expenditure, if any, incurred by the purchaser for arranging such procurement.

24.3 Unless otherwise instructed by the purchaser, the supplier shall continue to perform the contract to the extent not terminated.

25. **Termination for insolvency**

25.1 If the supplier becomes bankrupt or otherwise insolvent, the purchaser reserves the right to terminate the contract at any time, by serving written notice to the supplier without any compensation, whatsoever, to the supplier, subject to further condition that such termination will not prejudice or affect the rights and remedies which have accrued and / or will accrue thereafter to the purchaser.
26. **Force Majeure**

26.1 Notwithstanding the provisions contained in GCC clauses 22, 23 and 24, the supplier shall not be liable for imposition of any such sanction so long the delay and/or failure of the supplier in fulfilling its obligations under the contract is the result of an event of Force Majeure.

26.2 For purposes of this clause, **Force Majeure** means an event beyond the control of the supplier and **not involving the supplier’s fault or negligence** and which is not foreseeable. Such events may include, but are not restricted to, acts of the purchaser either in its sovereign or contractual capacity, wars or revolutions, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts, and freight embargoes.

26.3 If a **Force Majeure Situation arises**, the supplier shall promptly notify the purchaser in writing of such conditions and the cause thereof **within twenty one days** of occurrence of such event. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

26.4 If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of Force Majeure for a period exceeding **sixty days**, either party may at its option terminate the contract without any financial repercussion on either side.

26.5 In case due to a Force Majeure event, the purchaser is unable to fulfill its contractual commitment and responsibility, the purchaser will notify the supplier accordingly and subsequent actions taken on similar lines described in above sub-paragraphs.

27. **Termination for convenience**

27.1 The **purchaser reserves the right to terminate the contract**, in whole or in part for it’s (purchaser's) convenience, by serving written notice on the supplier at any time during the currency of the contract. The notice shall specify that the termination is for the convenience of the purchaser. The notice shall also indicate interalia, the extent to which the supplier’s performance under the contract is terminated, and the date with effect from which such termination will become effective.

27.2 The **goods and services which are complete and ready in terms of the contract for delivery and performance within thirty days** after the supplier’s receipt of the notice of termination shall be accepted by the purchaser following the contract terms, conditions and prices. For the remaining goods and services, the purchaser may decide:

a). to get any portion of the balance completed and delivered at the contract terms, conditions and prices; and / or

b). to cancel the remaining portion of the goods and services and compensate the supplier by paying an agreed amount for the cost incurred by the supplier towards the remaining portion of the goods and services.
28. **Governing language**

28.1 The contract shall be written in English language or in Hindi language following the provision as contained in GITB clause 4. All correspondence and other documents pertaining to the contract, which the parties exchange, shall also be written accordingly in that language.

29. **Notices**

29.1 Notice, if any, relating to the contract given by one party to the other, shall be sent in writing, which will also provide proof of receipt by the other party, or by cable or telex or facsimile and confirmed in writing. The addresses of the parties for exchanging such notices will be the addresses as incorporated in the contract.

29.2 The effective date of a notice shall be either the date when delivered to the recipient or the effective date specifically mentioned in the notice, whichever is later.

30. **Resolution of disputes**

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

30.2 If the parties fail to resolve their dispute or difference by such mutual consultation within twenty one days of its occurrence, then, unless otherwise provided in the SCC, either the purchaser or the supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided:

   i) When the contract is with domestic supplier, the applicable arbitration procedure will be as per Indian Arbitration and Conciliation Act, 1996.

   ii) When the contract is with foreign supplier, the supplier has the option to choose either Indian Arbitration and Conciliation Act, 1996 or Arbitration in accordance with the provision of UNCITRAL (United Nations Commission on International Trade Law) Arbitration Rules.

30.3 **Venue of Arbitration**: The venue of arbitration shall be the place from where the contract has been issued.

31. **Applicable Law**

   The contract shall be interpreted in accordance with the laws of India.
SECTION - V

SPECIAL CONDITIONS OF CONTRACT
(SCC)
SECTION - V

SPECIAL CONDITIONS OF CONTRACT (SCC)

The following Special Conditions of Contract (SCC) will apply for this purchase. The corresponding clauses of General Conditions of Contract (GCC) relating to the SCC stipulations have also been incorporated below.

These Special Conditions will modify/substitute/supplement the corresponding (GCC) clauses.

Whenever there is any conflict between the provision in the GCC and that in the SCC, the provision contained in the SCC shall prevail.

1.

<table>
<thead>
<tr>
<th>S. No</th>
<th>GCC Content</th>
<th>GCC Clause No.</th>
<th>Topic</th>
<th>SCC Provision</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Performance Security</td>
<td>5.2(a)</td>
<td>Performance Security</td>
<td>Performance Security shall be accepted in any of the following forms: 1) Demand Draft 2) FDR 3) Bank Guarantee</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Warranty</td>
<td>15.</td>
<td>Warranty</td>
<td>Not Applicable, as the Feed Items are Consumables; However, the quality of supply of Feed Items must meet the desired technical specification and lab tests of the Purchaser.</td>
</tr>
</tbody>
</table>

2. The firm should also upload the copies of the following documents essentially to make them technically qualified and responsive for considering their financial bid.

i. Scanned copy of Earnest Money as required in the Tender. However, Small Scale Industries/Medium Scale Industries (MSMEs) registered with NSIC are exempted from EMD subject to submission of NSIC Registered with valid certificate with the items list.

ii. Scanned Copy of GSTIN in the Name of the firm/Proprietor.

iii. Scanned Copy of PAN Card in the name of the firm/Proprietor.

iv. Scanned Copy of 02 Years certificate for satisfactory supply of Animal Compound Feed in ICAR Institutes/Universities/Autonomous Bodies/listed companies/Registered
companies /any other Govt. Deptt./Organisations of repute which will be judged by the Institute at its discretion to consider.

v. Scanned Copy of profit & loss and balance sheet of the firm for last 2 years i.e. 2018-19 & 2019-20 certified by the Chartered Accountant having minimum turnover not less than Rs.1.50 Crores in each of the financial year failing which the firm will not be considered as technically responsive.


vii. Scanned copy of Special Conditions Contract (Section-V) of the tender document duly sealed and signed by the bidder.

viii. Scanned Copy of Cancelled Cheque of the bank in which the firm maintains its account.

ix. Scanned Copy of duly filled, signed and sealed Tender Form.

x. Scanned Copy of duly filled, signed and sealed Manufacturer’s Authorisation (if any).

xi. Scanned Copy of signed and stamped Certificate indicating details/name of blood relatives of the bidder engaged/employed in ICAR-NDRI, Karnal at a prominent permanent post/position, if any. Otherwise, Nil-Engagement certificate, signed and stamped, is to be given.

xii. Scanned Copy of duly filled and signed Questionnaire-A and Questionnaire-B.

xiii. The scanned copy of Tender Acceptance that the bidder shall abide by the terms and condition of the tender and supply the compound feed strictly as per the specification determined by the tendering authority/purchaser.

xiv. The scanned copy of an UNDERTAKING stating that if the information/declaration/scanned documents furnished in respect of eligibility criteria are found to be wrong or misleading at any stage, the firm will be liable to punitive action.

3. The supply will be accepted on net weight basis.

4. The supply will be accepted on any working day during office hours from 09.30AM to 05.00 P.M.

5. Rejected supply on visual verification report of Inspector/Inspection Committee of the Institute and any excess quantity supplied must be lifted within a week failing which demurrage charges will be imposed @Rs.50/- per week per 50 Kg bag of compound feed. Broken period of a week will be treated as a complete week.

6. The supply should be made in the stipulated period effective from 1st week of month. In case the material do not conform with our specifications and rejected, the rejected material will be replaced by appropriate quality required by the Institute within 10 days, otherwise purchase will be made at the supplier’s risk and cost, and they will be liable to bear any loss which the Institute may sustain on that account. Also demurrage charges as indicated in clause 5 above will be imposed from the 11th day of the supply if not lifted in time.

7. Payment will be made after submission of bills in proper format alongwith all required documents after satisfactory quality and quantity verification.

8. The Institute may make second analysis of the supplied material in case it is felt at the discretion of the Institute and NOT on the request of the supplier.

9. Performance Security @10% of the ordered value has to be deposited in the form of Bank Draft/FDR/Bank Guarantee/ as already indicated within 10 days of placing order. The instrument should be from a scheduled commercial bank.

10. Empty plastic bags will not be returned.

11. Liquidating damage charges and forfeiture the EMD/Security Money shall be imposed as per GCC Clause 23, if the supplier fails to deliver any or all the goods within the time period specified in the contract. Deduction may also be made from the running bill of the firm if it is felt necessary.
12. In the event of continuous two rejections, the performance security of the firm will be forfeited and the firm will be blacklisted.

13. **Packaging:** The material should be packed in clean and sound plastic/gunny bags preferably 50 kgs in each bag. The mouth of each bag should be properly stitched or sealed.

14. Single rate should be quoted for entire quantity of compound feed/calf starter meal to be supplied. Conditional tender will be outrightly rejected.

15. The Bid Security/EMD for the item will be as follows:-

   a) Compound Cattle Feed               Rs. 3,00,000/-
   b) Calf Starter Meal                   Rs. 25,000/-

16. The Tender/Bidding Document may be downloaded from [https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app) for online submission of bid in the same portal.

17. The Bid should be submitted in two parts of bid (Techno-Commercial Bid) i.e. Technical Bid and Financial Bid (BOQ). Financial Bid of a firm will only be opened once its technical bid is found to be responsive. No manual Bid will be considered. Any change/modification in the Tender Document/Schedule of Tender will be intimated by corrigendum in the aforesaid website. The names of the responsive firms of technical bid and financial bid will also be uploaded in the same Website for the information of the bidders.

18. In case of any dispute between the purchaser and the supplier, it may be referred to the arbitrator nominated by the Secretary, ICAR as per Arbitration Act, 1996 and the Venue of Arbitration shall be Karnal

19. Director, NDRI, Karnal reserves the right to reject any or all tenders without assigning any reasons.

Acceptance of the Terms & Conditions by the Bidders

Signature of the Tenderer with Seal.
SECTION – VI

LIST OF REQUIREMENTS
### LIST OF REQUIREMENTS

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Items</th>
<th>Total Qty. (In Qntls.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Compound Cattle Feed</td>
<td>4250</td>
</tr>
<tr>
<td>2.</td>
<td>Calf Starter</td>
<td>300</td>
</tr>
</tbody>
</table>

**Amount of Bid Security (i.e. EMD):**  
EMD (as per SCC Clause 14) is required for submitting **Bid** for **Rate Contracts**.

**Terms of Delivery and Destination:**  
FOR NDRI, Karnal.  
Asstt. Admn. Officer, Central Store, NDRI, Karnal.

For execution of Supply Order of Compound Cattle Feed, the supply will be made as per following schedule:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Items</th>
<th>Total Qty. (In Qntls.)</th>
<th>Upto 01-06-2020 (In Qntls.)</th>
<th>Upto 15-08-2020 (In Qntls.)</th>
<th>Upto 15-11-2020 (In Qntls.)</th>
<th>Upto 15-02-2021 (In Qntls.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Compound Cattle Feed</td>
<td>4250</td>
<td>1075</td>
<td>1050</td>
<td>1075</td>
<td>1050</td>
</tr>
<tr>
<td>2.</td>
<td>Calf Starter Meal</td>
<td>300</td>
<td>75</td>
<td>75</td>
<td>75</td>
<td>75</td>
</tr>
</tbody>
</table>

**Note:** Price quoted shall be in Indian Rupees, unless material is imported.

**Packing:** The consignment may be dispatched in a fresh newly bags. An amount of Rs. 50/- Per Bag will be deducted in case the material dispatched in old/Torn Bags.

**Payment:** will be made within one month from the date of receipt of material and bill/ as per GCC Clause

**Taxes & Duties:** Supplier may show full GST etc. as no Form “C” or “D” will be issued by the Institute.
SECTION – VII
TECHNICAL SPECIFICATIONS
TECHNICAL SPECIFICATIONS

1. The approx CP and energy (TDN%) from the formulation is 20% and 74% respectively
2. The formulation, with similar nutrient availability is given as (table 1) which may be utilized.
3. It is further suggested that a low crude protein formulation cab be used for low milk producers as well as when the animals are fed with legume green fodder in LRC
4. A calf starter may also be used (Table 2).

Table 1. Feed formulation (CP 20%)

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Ingredients</th>
<th>Formulation Quantity (per 100kg.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Maize</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>SBM</td>
<td>12</td>
</tr>
<tr>
<td>3</td>
<td>MOC</td>
<td>16</td>
</tr>
<tr>
<td>4</td>
<td>CSC</td>
<td>05</td>
</tr>
<tr>
<td>5</td>
<td>Dal Churi</td>
<td>10</td>
</tr>
<tr>
<td>6</td>
<td>Wheat Bran</td>
<td>13.85</td>
</tr>
<tr>
<td>7</td>
<td>DORB</td>
<td>05</td>
</tr>
<tr>
<td>8</td>
<td>Mineral Mixture</td>
<td>02</td>
</tr>
<tr>
<td>9</td>
<td>Salt</td>
<td>01</td>
</tr>
<tr>
<td>10</td>
<td>Toxin Binder</td>
<td>.15</td>
</tr>
<tr>
<td>11</td>
<td>Barley</td>
<td>15</td>
</tr>
</tbody>
</table>

Chemical composition on DM Basis

<table>
<thead>
<tr>
<th></th>
<th>Moistures (maximum)</th>
<th>10%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Crude Protein (Minimum)</td>
<td>20%</td>
</tr>
<tr>
<td>2</td>
<td>Crude Fiber (Maximum)</td>
<td>9%</td>
</tr>
<tr>
<td>3</td>
<td>Ether Extract (Minimum)</td>
<td>2.5%</td>
</tr>
<tr>
<td>4</td>
<td>AIA (Maximum)</td>
<td>3.5%</td>
</tr>
</tbody>
</table>

Table 2. Composition for calf starter (CP 24%)

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Ingredients</th>
<th>Quantity (per 100 kg.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Maize</td>
<td>32</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>2</td>
<td>Barley</td>
<td>08</td>
</tr>
<tr>
<td>3</td>
<td>GNC</td>
<td>05</td>
</tr>
<tr>
<td>4</td>
<td>Soya DOC</td>
<td>16</td>
</tr>
<tr>
<td>5</td>
<td>Full Fat Soya</td>
<td>12</td>
</tr>
<tr>
<td>6</td>
<td>Lin Seed Meal</td>
<td>10</td>
</tr>
<tr>
<td>7</td>
<td>MOC</td>
<td>06</td>
</tr>
<tr>
<td>8</td>
<td>Wheat Bran</td>
<td>7.75</td>
</tr>
<tr>
<td>9</td>
<td>Toxin Binder</td>
<td>.15</td>
</tr>
<tr>
<td>10</td>
<td>Yeast Met</td>
<td>.10</td>
</tr>
<tr>
<td>11</td>
<td>Mineral Mixture</td>
<td>02</td>
</tr>
<tr>
<td>12</td>
<td>Salt</td>
<td>01</td>
</tr>
</tbody>
</table>

### Chemical composition on DM Basis

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Moistures (maximum)</td>
</tr>
<tr>
<td>2</td>
<td>Crude Protein (Minimum)</td>
</tr>
<tr>
<td>3</td>
<td>Crude Fiber (Maximum)</td>
</tr>
<tr>
<td>4</td>
<td>Ether Extract (Minimum)</td>
</tr>
<tr>
<td>5</td>
<td>AIA (Maximum)</td>
</tr>
</tbody>
</table>

### Terms for Compound Feed Supply:

1. The firm supplying feed must have processing capacity of at least 50 tones feed/day. The feed supplier must have ISO 9002 certified feed manufacturing unit. The firm should be capable to prepare monthly supply in one day and supply to the institute within 1-2 days.

2. The feed will be prepared by the supplier as per the given (Type-II) formula and Mineral Mixture mentioned in the feed formula must be having BIS Marks. Feed will be prepared in the presence of representatives of the institutes. The ingredients of the feed will be inspected by the institute’s representatives/committee and the committee can reject the sub standard material and firm will have to replace it with quality ingredients before starting production.

3. Prepared feed are required as per specifications. The feed should be palatable to the animals, unpalatable feed will not be accepted and will require immediate replacement. Prorata deduction shall be made for different nutrients as mentioned below:

   I. Moisture upto 11% (maximum) with 5% deduction per unit
   II. CP upto 18.5 - 19% with 5% deduction per unit and CP upto 18- 18.4% (Minimum) with 7% deduction per unit
   III. CF upto 10% (maximum) with 5% deduction per unit
   IV. Ether Extract upto 3% (minimum) with 5% deduction per unit
   V. AIA upto 4%(maximum) with 5% deduction per unit

4. Feed preparation and supply schedule will be on monthly basis, however can be changed with prior intimation.

5. As per BIS specification, Aflatoxin should be there.
6. The supplied feed should be free from insect infestation, fungus, stale odor, lumps and other undesirable extraneous material. After receiving feed at the institute, feed quality control laboratory of the NDRI, Karnal will take the samples and will submit report within 2-3 days. Material will be only accepted after receiving satisfactory report. If the quality is not as per specifications but within acceptable limits, pro-rata deduction will be made. Beyond the acceptable limits the feed can be rejected and firm will have to lift the material at their own cost.

7. The feed will be received in plastic/jute bags on net weight basis. Packing material cost i.e. cost of bags is to be borne by the supplier. Packing material will be property of the institute. In case of using poor quality packing bags appropriate deduction will be made.

8. Supply will be FOR institute godawn. Loading, transporting, unloading at NDRI godawn cost will be borne by the supplier.

9. The total quality will be received within one year. The feed will be required on monthly basis. The quantity of feed required will be of the order of approx. 375 Qtl/month. The monthly requirement of feed can be changed for which one week prior information will be given. Date of preparing feed will be communicated to the firm one week in advance. Required quantity can be increased/reduced by 25% by the competent authority of the institute.

10. The feed supply rates will be fixed for one year.

11. In case of inability of supplier to maintain quality of finished product or inability to follow required supply schedule, the contract can be terminated and supplier’s security will be forfeited. The supplier can be black listing and communication throughout India. Institute administration is requested to consider above term & condition along with other relevant terms and condition which administration consider necessary in the interest of the institute, while inviting the tenders.

1. **TECHNICAL SPECIFICATION FOR COMPOUND CATTLE FEED FORMULA (MASH):**
   - The compound feed must be manufactured using good quality fresh ingredients which should be free from foreign material, fungi, insects and weevils.

   **Pro rata deduction will be applied as follow on DM basis:**
   1. Moisture upto 11% (Maximum) with 5% deduction per unit
   2. CP upto 18.5 - 19% (Minimum) with 5% deduction per unit
   3. CP upto 18 – 18.4% (Minimum) with 7% deduction per unit
   4. CF upto 10% (maximum) with 5% deduction per unit
   5. Ether Extract upto 3% (minimum) with 5% deduction per unit
   6. AIA upto 4% (Maximum) with 5% deduction per unit

   **Note:** Feed should not contain more than 0.5% NPN/urea nitrogen

2. **Pro rata deduction will be applied as follow on DM basis:**
   - The calf starter must be manufactured using good quality fresh ingredients which should be free from foreign material, fungi, insects and weevils.

   3. Moisture upto 12% (Maximum) with 5% deduction per unit
   4. CP upto 23% (Minimum) with 5% deduction per unit
   5. CP upto 22% (Minimum) with 7% deduction per unit
   6. CF upto 8% (maximum) with 5% deduction per unit
   7. CF upto 9-9.9% (maximum) with 7% deduction per unit
8. Ether Extract upto 3.5% rejection
9. Ether Extract upto 4% (minimum) with 5% deduction per unit
10. AIA upto 2.6 – 3.4% (Maximum) with 5% deduction per unit
11. AIA upto 3.5% Rejection

Note: Calf Starter must be palatable and without Urea
## QUALITY CONTROL REQUIREMENTS

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Quality Control Condition</th>
<th>Quality Control Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Quality Inspection Stages</td>
<td>The quality of compound feed will be inspected before unloading in the Central Stores of this Institute as well as inspected also in the Quality Control Laboratory.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The inferior materials not meeting the prescribed Technical Specifications will be rejected at no cost to this Institute.</td>
</tr>
</tbody>
</table>
# SECTION-IX

## QUALIFICATION CRITERIA FOR THE TECHNICAL BID

<p>| | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Bid Security of required amount (EMD). MSMEs are exempted from EMD.</td>
</tr>
<tr>
<td>2.</td>
<td>Copy of GSTIN in the Name of the firm/Proprietor.</td>
</tr>
<tr>
<td>3.</td>
<td>Copy of PAN Card in the name of firm/Proprietor.</td>
</tr>
</tbody>
</table>
| 4. | i) Copy of 02 Years certificate for satisfactory supply of Animal Feed in ICAR Institutes/Universities/Autonomous Bodies/listed company/registered companies any other Govt.Deptt /Organisations of repute which will be judged by the Institute at its discretion to consider.  
   ii) Copy of income tax return for the financial year 2018-19 & 2019-20  
   iii) Copy of Cancelled Cheque of the bank in which the firm maintains its account. |
| 5. | Turnover of Rs. 150.00 Lakhs during each of last 2 financial years i.e. 2018-19 & 2019-20.  
    (To be substantiated by providing Chartered Accountant certified copies of Balance Sheets, Profit & Loss Statement, Cash Flow Statements etc) |
| 6. | **Bid validity Acceptance for 90 days after the date of Bid submission.**                 |
| 7. | **Past Business Reputation: A Certificate to the effect that his firm is not Blacklisted from any Govt. Deptt./Organizations, during last 5 years.** |
| 8. | Scanned copy of Special Conditions of Contract (Section-V) of the tender document duly sealed and signed by the bidder |
| 9. | Scanned copy of Tender Acceptance that the bidder shall abide by the terms and condition of the tender and supply the compound feed strictly as per the specification determined by the tendering authority/purchaser |
| 10. | Scanned copy of an **UNDEARTAKING** stating that if the information/declaration/scanned documents furnished in respect of eligibility criteria are found to be wrong or misleading at any stage, the firm will be liable to punitive action |
| 11. | Scanned Copy of duly filled, signed and sealed Tender Form.                               |
| 12. | Scanned Copy of duly filled, signed and sealed Manufacturer’s Authorisation (if any)      |
| 13. | Scanned Copy of signed and stamped Certificate indicating details/name of blood relatives of the bidder engaged/employed in ICAR-NDRI, Karnal at a prominent permanent post/position |
| 14. | Scanned Copy of duly filled and signed Questionnaire-A and Questionnaire-B                 |

**Signature of Bidder**
TENDER FORM

To

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

(Complete address of the purchaser)

Ref.  Your Tender Enquiry Document No. .............................................dated .............

We, the undersigned have examined the above mentioned tender enquiry document, including amendment No. -------, dated ------- (if any), the receipt of which is hereby confirmed. We now offer to supply and deliver......... (Description of goods and services) in conformity with your above referred document for the sum of ________________ (total tender amount in figures and words), as shown in the price schedule(s), attached herewith and made part of this tender.

If our tender is accepted, we undertake to supply the goods and perform the services as mentioned above, in accordance with the delivery schedule specified in the List of Requirements.

We further confirm that, if our tender is accepted, we shall provide you with a performance security of required amount in an acceptable form in terms of GCC clause 5, read with modification, if any, in Section - V – “Special Conditions of Contract”, for due performance of the contract.

We agree to keep our tender valid for acceptance for a period upto -------, as required in the GIT clause 20, read with modification, if any in Section-III – “Special Instructions to Tenderers” or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this tender upto the aforesaid period and this tender may be accepted at any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

Dated this......................day of..................., 202...

........................................
(Signature)

........................................
(Name and designation)

Duly authorised to sign tender for and on behalf of

........................................
........................................
SECTION-XI

BID FORM AND PRICE SCHEDULES

To

The Director,
NATIONAL DAIRY RESEARCH INSTITUTE
KARNAL – 132001 (HARYANA)

Ref: Your bidding documents No. ………………… dated : …………………

Sir,

Having examined the above-mentioned bidding documents, including addendum 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 BOQ.

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 5 and in a form acceptable to you in terms of GCC clause 5.2 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 GIT clause 19 (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 formal contract is prepared and executed, this old 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 ……………202…………………..

Signature
(in the capacity of)
Duly authorized to sign bid for and on behalf of
### QUESTIONNAIRE (Part –A)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Details of relevant Information sought</th>
<th>Bidder’s Information</th>
</tr>
</thead>
</table>
| 1.     | Name of Firm                                                                                           | : .....
| 2.     | Date of Establishment of Firm                                                                         | : .....
| 3.     | **Legal Status** of Firm [Whether Sole Proprietary-ship/ Cooperative, Partnership Firm/Company (under Company Act)/Society/Central PSU/State PSU or so?] | : .....
| 4.     | Firm’s Registration. No. & Date                                                                        | : .....
| 5.     | Copy of Registration. Certificate                                                                      | : ........ (To be enclosed)
| 6.     | **Annual Turn-over** during last 2 years (alongwith copies of related Financial Statements e.g. Balance Sheets, Profit & Loss Statement, Cash Flow Statement etc.) | : 2017-18: 2018-19 |
| 7.     | **Nos. of Purchase Orders received each year, for Compound Cattle Feed and Animal Feed during last 2 years** [alongwith copies of PO(s)] | : 2017-18: 2018-19 |
| 8.     | **Address of the firm with contact No.**                                                                |                      |
| 9.     | Name of Proprietor of Firm (In case of Govt. Firm, Name & Designation of Chief Executive Officer), alongside Address, Tel. No., Fax No. & e.mail address | : ........ |
| 10.    | **Details of Blacklisting from any Govt. Deptt./Organizations, if any during last 5 years.**            | : If so, the firm must also provide the detailed reasons for its blacklisting, for consideration of its Bid on overall Merits, if any. |

Signature of Bidder :

[Either “Proprietor” or “Authorized Signatory”]

(Enclosing the Letter of Authority From Proprietor)

Signatory’s Name:

Business Address:
QUESTIONNAIRE (Part – B)

The Bidder should furnish specific answers to all the questions/issues mentioned below. In case a question/issue does not apply to a Bidder, the same should be answered with the remark “not applicable”.

Wherever necessary and applicable, the Bidder shall enclose certified copy as documentary proof/ evidence to substantiate the corresponding statement.

In case a Bidder furnishes a wrong or evasive answer against any of the under-mentioned question/issues, its Bid will be liable to be ignored.

1. Brief description and of goods and services offered:

2. Offer is valid for acceptance upto: ..............................................................


4. Attach certified copy of your latest/current Income Tax clearance certificate

5. Status:

   (a) Are you currently registered with the Directorate General of Supplies & Disposals (DGS&D), New Delhi, and/or the National Small Industries Corporation (NSIC), New Delhi, and/or the present purchaser and/or the Directorate of Industries of the concerned State Government for the goods quoted? If so, indicate the date up to which you are registered and whether there is any monetary limit imposed on your registration.

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

Please attach certified copy(s) of your registration status etc. in confirmation to your answer(s) to above queries.

6. Please indicate name & full address of your Banker(s):

7. Please state whether business dealings with you currently stand suspended/banned by any Ministry/Deptt. of Government of India or by any State Govt.

................................................ (Signature with date)

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

(Full name, designation & address of the person duly authorised sign on behalf of the Bidder)

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

(Name, address and stamp of the Bidding firm)
BANK GUARANTEE FORM FOR EMD

Whereas .................................................................(hereinafter called the “Tenderer”) has submitted its quotation dated .................................................................for the supply of .................................................................(hereinafter called the “Tender”) against the purchaser’s tender enquiry No. ................................................................. Know all persons by these presents that we .................................................................of ................................................................. having our registered office at ................................................................. are bound unto ................................................................. (hereinafter called the “Purchaser) in the sum of .................................................................for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this ............... day of ............... 20.....

The conditions of this obligation are —

(1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.

(2) If the Bidder having been notified of the acceptance of his Bid by the Purchaser during the period of its validity:

a) fails to refuses to furnish the Performance Security for the due performance of the contract.

b) Fails or refuses to accept/execute the contract.

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition(s).

This guarantee will remain in force for a period of forty five days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

.................................................................
(Signature of the authorised officer of the Bank)

.................................................................
Name and designation of the officer

.................................................................
Seal, name & address of the Bank and address of the Branch
MANUFACTURER’S AUTHORISATION FORM

To,

The Hon’ble Director,
National Dairy Research Institute (ICAR),
Karnal – 132 001 (Haryana), India

Ref.: Your Bid Document No.

Dear Sirs,

We…………………………………………………., who are proven and reputable manufacturers of
…………………………(name and description of the goods offered in the tender) having factories at
……………………………………………………., hereby authorise M/s. ………………………………………….. (name and address of the
agent) to submit a Bid, process the same further and enter into a contract with you against your requirement as contained
in the above-referred Bidding documents for the above goods manufactured by us.

We further confirm that no supplier or firm or individual other than M/s. ………………… (name and address of
the above agent) is authorised to submit a Bid, process the same further and enter into a contract with you against your
requirement as contained in the above referred Bidding documents for the above goods manufactured by us.

We also hereby extend our full warranty, as applicable as per clause 15 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 by the
above firm against this Bidding document.

Yours faithfully,

………………………………………

[Signature with date, name and designation]

For and on behalf of M/s………………………………………………

[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.
SECTION – XV

BANK GUARANTEE FORM FOR
PERFORMANCE SECURITY

To,
The Hon'ble Director,
National Dairy Research Institute (ICAR),
Karnal – 132 001 (Haryana), India

WHEREAS ………………………………………………………………………………………………………. (name and address of the supplier)
(hereinafter called “the supplier”) has undertaken, in pursuance of Contract No: ……………………… dated ……….. to
supply (description of goods and services) (herein after called “the contract”).

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank
guarantee by a scheduled commercial bank recognised by you for the sum specified therein as security for compliance
with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up
to a total of Rs. ………………………………………………………………………………….. (amount of the guarantee in words and figures),
and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and
without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing
to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the
demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed
thereunder or of any of the contract documents, which may be made between you and the supplier, shall in any way release us
from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid upto and including the ……………………...

…………………………………………………………
(Signature with date of the authorised officer of the Bank)

…………………………………………………………
Name and designation of the officer

…………………………………………………………
Seal, name & address of the Bank and address of the Branch
SECTION – XVI

CONTRACT FORM
This is in continuation to this office’ Notification of Award No..................dated ............

1. Name & address of the Supplier ..........................

2. Purchaser’s Bidding Document No..................... dated ............and subsequent amendment number.............., dated.........(if any), issued by the purchaser

3. Supplier’s Bid No........... dated........ and subsequent communication(s) No.............. dated ........ (if any), exchanged between the supplier and the purchaser in connection with this tender.

4. In addition to this Contract Form, the following documents etc, which are included in the documents mentioned under paras 2 and 3 above, shall be deemed to form and be read and construed as part of this contract:

(i) General Conditions of Contract;

(ii) Special Conditions of Contract;

(iii) List of Requirements;

(iv) Technical Specifications;

(v) Quality Control Requirements;

(vi) Bid Form furnished by the supplier;
(vii) Price Schedule(s) furnished by the supplier in its Bid;
(viii) Manufacturer’s Authorization Form (if applicable for this Bid);
(ix) Purchaser’s Notification of Award

Note: The words and expressions used in this contract shall have the same meanings as are respectively assigned to them in the conditions of contract referred to above. Further, the definitions and abbreviations incorporated under clause 1 of Section II - ‘General Instructions to Bidders’ of the Purchaser’s Bidding Document shall also apply to this contract.

5. **Certain terms, conditions, stipulations** etc. out of the above-referred documents are reproduced below for ready reference:

(i) **Brief particulars** of the **goods and services** which shall be supplied / provided by the supplier are as under:

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Brief description of goods/services</th>
<th>Accounting unit</th>
<th>Quantity to be supplied</th>
<th>Unit Price</th>
<th>Total price</th>
<th>Terms of delivery</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

Any other additional services (if applicable) and cost thereof: ........................................

Total value (in figure) ________________ (In words) ___________________________

(ii) **Details** of **Performance Security**:

(iii) **Delivery schedule**:

(iv) **Quality Control**

(a) **Mode(s), stage(s) and place(s)** of conducting inspections and tests:

(b) **Designation and address** of purchaser’s inspecting officer:

(v) **Destination** and dispatch instructions:

(vi) **Consignee, including port consignee, if any**:

(vii) **Warranty clause** (if any)
(viii) Payment terms

(ix) Paying authority

……………………………….

(Signature, name and address of the purchaser’s authorised official)

For and on behalf of………

Received and accepted this contract

……………………………………………………..

(Signature, name and address of the supplier’s executive
duly authorised to sign on behalf of the supplier)

For and on behalf of …………………

(Name and address of the supplier)

……………………

(Seal of the supplier)

Date:

Place:

------------------------------- x ---------------------