



ICAR-CENTRAL INSTITUTE FOR RESEARCH ON COTTON TECHNOLOGY  
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)  
ADENWALA ROAD, MATUNGA, MUMBAI-400 019. INDIA



PH: 91-(022) 24127273 / 76, 24184274 / 75: FAX91-(022) 4130835 E-mail:circot@vsnl.com

Note: All the communications must be addressed to the Administrative Officer by designation, CENTRAL INSTITUTE FOR RESEARCH ON COTTON TECHNOLOGY, ADENWALA ROAD, MATUNGA, MUMBAI-400 019.\*( The tender document is also being uploaded on the CIRCOT website www.circot.res.in and the other prospective bidders can make use of the document down loaded from the website)

File. No. 2-132/Pur/M.F.D/R-ABI/19-20/Adm. II

Date :

To,

**Sub.: Limited Tender for Purchase of Digital Photo Copier Machine**

Sir,

Please send your lowest quotation as per terms and conditions mentioned below for supplying the following:

Sr. No.	Name of item	Qty.	Estimated Cost	Delivery Place
01.	Limited tender for Purchase of Digital Photo Copier Machine (Specification Annexure -I attached herewith)	01	1,80,000/-	CIRCOT Matunga, Mumbai -19.


Limited Tender should be quoted in Indian rupees kept in envelope and Sealed. This sealed envelope shall be super scribed "Limited Tender for Purchase of Digital Photo Copier Machine" and may be send by registered post, courier or hand delivery so as to reach this Institute on or before 09.08.2019 at 3.00 PM. The Limited Tender without above superscription on the cover will not be considered. The tender received after due date and time will not be accepted.

**The purchase shall be governed by the following terms and conditions:**

1. Rates of GST / any other charges etc. if any may be shown separately in Annexure-III/IV (format for quotation) failing which it will be assumed that the quoted rates is inclusive of all Taxes and any additional amount demanded on any account later on will not be entertained and on this account shall not be paid. Form C/D/ Octroi exemption certificate shall not be supplied from this office.
2. Rate must be quoted item wise (separately) and FOR destination at CIRCOT Mumbai , 400 019. The item which are to be imported directly by the Institute and payment is to made in Foreign Currency, the rate should be quoted on both FOB and CIF basis.
3. The octroi if any stipulated by the supplier in their quotation should be paid first by the supplier which should be claimed in their invoice along with receipt on account of payment of octroi for reimbursement from the purchaser. The payment of demurrage charges if any for nonpayment of octroi etc. shall be the responsibility of supplier and not that of the purchaser.

4. Telex or Facsimile tenders are not acceptable
5. TDS and statutory taxes will be deducted as applicable.
6. The firm submitting quotation must have valid GST//PAN No. etc. and copy of the same may be enclosed with their tender **failing which their bid shall be treated as non-responsive and rejected.**
7. Onsite Guarantee/Warranty for minimum one year should be provided for all the items quoted.
8. **EMD of Rs.5,000/-** (Rupees Five Thousand Only) must be deposited, **If quoted price (total of all items) is more than one lakh rupees** with limited tender in form of Demand draft/Banker's cheque/Pay order issued from scheduled Bank and payable to "Director CIRCOT, Mumbai "failing which their offer will not be considered. The EMD of the unsuccessful bidder shall be refunded without any interest after award of the contract. The EMD of the successfully bidder shall be refunded after completed the satisfactory of work. If the successfully bidder fails to furnish the required material within the specified period the EMD will be forfeited. **(EMD/NSIC Certificate (any one) to be submitted in Bid Envelop)**
9. If the quoted price is less then One Lakh EMD need not be submitted.
10. The vendor will have to submit TECHNICAL COMPLIANCE STATEMENT as per ANNEXURE-II, Financial Bid as per ANNEXURE-IV, and EMD /NSIC certificate & GST No. PAN no. etc as per Annexure - III failing which the BID shall be REJECTED.
11. **Rate and quantity for all required consumables spares and essential accessories should be quoted separately.**
12. **The Dealer quoting on behalf of their foreign / Indian Principal Manufacturer should enclose authorization letter from them.**
13. Quotation should remain valid for 90 days **and validity less than 90 days shall not be accepted and treated a non-responsive.**
14. Liquidated Damages for delayed supplied @0.5% per week of the contract value will be charged. Maximum L.D shall not be more than 10% of C.V
15. The items being imported directly from the foreign Principal Manufacture to whom payment is to be made in Foreign Currency, the payment shall be made by establishing L/C or cash against documents or wire transfer after receipt and installation of equipment. In no case advance shall be paid. The payment to be made in Indian Rupees to Indian Manufacture/Dealer, the payment shall be released only after successful supply, Installation, commissioning and demonstration of the Equipment.
16. The letter inviting quotation issued to the vendor's along with enclosed, each page duly signed under the seal of company should be returned along with their quotation.
17. The conditional quotation shall not be accepted and the quotation from the vendor/vendors who have been blacklisted will not be accepted.
18. Cuttings or over writing if any should be attested with signature and seal of the company.
19. The Director reserves the right to reject or accept any or all quotation without assigning any reason thereof.

Yours faithfully,

  
(Sujatha K. Shy)  
Administrative Officer

Encl: Annexure I, II, & III



ICAR-CENTRAL INSTITUTE FOR RESEARCH ON COTTON TECHNOLOGY

(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)

ADENWALA ROAD, MATUNGA, MUMBAI-400 019. INDIA

PH: 91-(022) 24127273 / 76, 24184274 / 75: FAX91-(022) 4130835 E-mail :circot@vsnl.com



ANNEXURE- I

**TECHNICAL SPECIFICATION**

**Name of Item:- Limited Tender for Purchase of Digital Photo Copier Machine**

Sr. No.	Particulars/ Description	Quantity
01	<b>Limited Tender for Purchase of Digital Photo Copier Machine</b> Technology :- with separate drum and tonner Paper Size :- A/4 and above Minimum speed per unit :- 20CPM & above Memory (RAM) :- 32 Mb and above Tray Capacity :- 250 sheets and above Duplicating Feature Availability :- Yes Wi-fi Availability :- Yes	01 Nos.

**Rate should be quote in total inclusive of taxes and products to be deliver, install and demonstration at ICAR-CIRCOT Mumbai.**

(Sujatha Koshy)  
Administrative Officer



ICAR-CENTRAL INSTITUTE FOR RESEARCH ON COTTON TECHNOLOGY  
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)  
ADENWALA ROAD, MATUNGA, MUMBAI-400 019. INDIA

PH: 91-(022) 24127273 / 76, 24184274 / 75: FAX91-(022) 4130835 E-mail:circot@vsnl.com



**ANNEXURE- II**

**TECHNICAL COMPLIANCE STATEMENT**

**Name of Item :- :- Limited Tender for Purchase of Digital Photo Copier Machine**

Sr. No.	Specifications	Specification Offered
01	<b>Digital Photo Copier Machine</b>	
	<b>Technology : with separate Drum and Tonner</b>	
	<b>Paper Size : A/4 and above</b>	
	<b>Minimum speed per unit : 20CPM &amp; above</b>	
	<b>Memory (RAM) : 32 Mb and above</b>	
	<b>Tray Capacity : 250 sheets and above</b>	
	<b>Duplicating Feature Availability : Yes</b>	
	<b>Wi-fi Availability :- Yes</b>	

Mark (YES) if specification offered is as per tender or better, if not, specify the specification offered. An item-by item commentary on the purchaser's Technical Specification demonstrating substantial responsiveness of the goods and services of those specification or a statement of deviations and exceptions to the provision of the Technical Specifications.

**(Technical literature/brochures/manuals should be attached along with this format)**

**Please Note:**

Compliance/Deviation statement comparing the specification of the quoted model to the required specifications. This statement should also give the last page of the technical literature where the relevant specification is mentioned. Bid must have supporting documents (technical) literature of copies of relevant pages from the service manual or factory test (data) for the points noted above, failure regarding which may result in rejection of bid.

**SIGNATURE WITH STAMP OF THE BIDDERS**



ICAR-CENTRAL INSTITUTE FOR RESEARCH ON COTTON TECHNOLOGY  
 (INDIAN COUNCIL OF AGRICULTURAL RESEARCH)  
 ADENWALA ROAD, MATUNGA, MUMBAI-400 019. INDIA



PH: 91-(022) 24127273 / 76, 24184274 / 75: FAX91-(022) 4130835 E-mail:circot@vsnl.com

**ANNEXURE- IV**

**FORMAT FOR QUOTATION**

**Name of Item :- Limited Tender for Purchase of Digital Photo Copier Machine**

Sr. No.	Description / Particulars	Qty.	Unit Rate	Total Rs.
01	Basic Price of <b>Digital Photo Copier Machine</b>	01 Nos.		
02	GST @ .....%			
03	Packing and Forwarding Transportation Charges			
04	Any other charges (Clearly state the same)			
<b>Gross Total :-</b>				

**Gross total cost Rs. (In figures)**  
**Rupees ..... in words)**

We agree to supply the above goods in accordance with the Technical specification for a total contract price of Rs..... (In figure) Rupees. .... (In words) within the period specified in the Invitation for Quotations.

We also confirm that the normal commercial warranty/guarantee of .....month shall apply to the offered goods.

We have read, understood and accepted all the terms and conditions mentioned in the letter inviting quotation.

**(Bidder)**

**Name:** .....

**E-mail:**

**Signature:** .....

**GST No.:**

**Date:** .....

**Mob No.**



ICAR-CENTRAL INSTITUTE FOR RESEARCH ON COTTON TECHNOLOGY

(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)

ADENWALA ROAD, MATUNGA, MUMBAI-400 019. INDIA

PH: 91-(022) 24127273 / 76, 24184274 / 75: FAX91-(022) 4130835 E-mail:circot@vsnl.com



ANNEXURE- III

**NAME OF ITEM:- Limited Tender for Purchase of Digital Photo Copier Machine**

Sr. No.	Particulars	Yes or No
01	<b>EMD Enclosed</b> (if yes give details as follows) a ) DD. No. :- b ) Dated. :- c ) Bank Name :- d ) Branch :-  OR <b>NSIC Certificate</b> (Govt. Purchase Enlistment Certificate)	
02	Copy of PAN No. Enclosed	
03	Copy of GST Registration Certificate Enclosed	

**Please Note:**

Yes or No may be mentioned as per the documents enclosed. The firm submitting quotation must have valid GST/ PAN No. etc. and copy of the same may be enclosed with their tender failing which their bid will be treated as non-responsive and rejected.

**SIGNATURE WITH STAMP OF THE BIDDERS**