



कृषि वैज्ञानिक चयन मंडल  
( भारतीय कृषि अनुसंधान परिषद )  
कृषि अनुसंधान भवन-1, पूसा, नई दिल्ली 110 012.  
**AGRICULTURAL SCIENTISTS RECRUITMENT BOARD**  
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)  
Krishi Anusandhan Bhavan-I, Pusa, New Delhi-110012



F.No.6 (3)/2007 - Genl. Admn.

Dated the 3<sup>rd</sup> April, 2016

To

As per list enclosed

Sub: - Limited Tender for the Contract of purchase of Security Envelopes for use at ASRB, New Delhi.

Sir,

Sealed quotations are hereby invited on behalf of Secretary, ASRB for the contract of purchase of security envelopes for use at ASRB, New Delhi. The sealed quotations accompanied by a Demand Draft of Rs.5,000/- (Rupees Five Thousand only) as earnest money drawn in favour of Secretary, ASRB payable at New Delhi may be addressed to Secretary, ASRB, Krishi Anusandhan Bhawan-I, Pusa, New Delhi -110012. The envelope containing quotations should be super scribed with "**Quotation for the Contract of purchase of Security Envelopes for use at ASRB, New Delhi**". The sealed quotation may be dropped in the Tender Box placed outside Room no.109, Krishi Anusandhan Bhawan-I, Pusa, New Delhi latest by 3.00 PM on 03-05-2016. The quotations will be opened on the same day i.e. 03<sup>rd</sup> May, 2016 at 3.30 PM in Room no.101, Krishi Anusandhan Bhawan-I, Pusa, New Delhi in the presence of the tenderers who may wish to be present.

The terms and conditions of the contract are enclosed as Annexure-I. The rates of envelopes may be quoted as per format as Annexure-II and details of the firm may be indicated as per Annexure-III.

Yours faithfully,

  
(Ajay Gautam)  
Under Secretary (GA)

Enclosed: As above.

TERMS & CONDITIONS

1. The firm should be Delhi/NCR based and must have valid TIN/ VAT/Sales Tax Registration number. Valid proof of the same should be attached with the bid.
2. The printed matter on the envelopes should be as per the specimen provided by the Board and proof/product should be approved before supply.
3. The offer shall remain open for at least 90 days.
4. The contract of security envelopes shall be awarded to the firm whose rates are lowest for the envelopes. However, mere quoting lowest rates will not amount to commitment for award of the contract.
5. The order of envelopes shall be placed with the successful bidder.
6. Each page of the bid form must be signed by the authorized signatory of the firm. Cutting/overwriting must be properly attested.
7. Bids incomplete in any form will not be considered. Bids received after the due date and time will not be considered.
8. Bid security of Rs.5,000/- (Rupees Five Thousand only) in the form of account payee DD drawn in favour of Secretary, ASRB must be submitted with the bid. An application submitted without the bid security of Rs.5,000/- (Rupees Five thousand only) will be rejected outright.
9. The successful bidder will have to deposit performance security equal to 5 to 10% of the total tentative amount till such time the period of contract expires. No interest on the EMD/Performance Security shall be paid by the Board.
10. No Bidder will be allowed to negotiate after submission of bids. Rates once finalized will not be enhanced during the period of the contract. The rates shall be including transportation charges.
11. In case, the successful bidder shows its inability to honor the contract at any stage after the contract is finalized and awarded, for whatsoever reason(s), the EMD/Performance Security deposited would be forfeited.
12. No request for advance payment or escalation of rates will be considered during the currency of the contract. The bills raised by the successful bidder should have all tax registration numbers printed on the bills.
13. The competent Authority in the Board reserves the right to cancel the contract any time during its validity period without assigning any reason thereof.

I hereby declare that the terms and conditions of the contract are acceptable.

Dated

(Authorized signatory of the firm)

ANNEXURE-II

Description of Security Envelopes for use at the Board

Sl. No.	Description of Item	Quantity (nos.)	Per Unit Price (Rs.)* (in figures)	Per Unit Price (Rs.)* (in words)	Total Price (Rs.)*
1.	Security Envelope Size (in inches):12 (w) X 17 (h), Twin Seal with Security Border with Void, LD, LDPE Multilayer material, Lip to Lip type of Flap, 1 color 2 side colours	10,000			

\*Taxes extra as applicable

**DETAILS OF THE FIRM**

Name of the Firm :-----

Registered / Postal Address:-----

Phone No./Mobile No.-----

DD No./Pay Order No.-----

1.	E- mail Address	
2.	PAN No.	
3.	VAT/TIN No.	
4.	Bank Details :  1. Bank Name  2. Brach Address  3. Account No.  4. Type of Account (Current/Savings)  5. MICR Code & IFSC Code of the Bank	