

**National Institute of Animal Health
Government of India
Ministry of Agriculture
Department of Animal Husbandry, Dairying & Fisheries
Baghpat, Uttar Pradesh-250 609
Ph- 0121- 2222471 / Fax -0121-2222291**

F.No: A-1-10/2010-NIAH

Dated: 7th April 2010

To,
Technical Director
National Informatics Centre
Animal Production and Health Informatics Division
Department of Animal Husbandry, Dairying & Fisheries
Ministry of Agriculture
Government of India
Krishi Bhawan, New Delhi

Sub: Regarding Uploading of tender document at DADF website.

Sir,

I am directed to inform you that National Institute of Animal Health, Baghpat intends to purchase Animal Feed. In this connection you are requested to upload the desired tender document on DADF website for the wide publicity of tender.

Encl: Hard and soft copy of the tender document.

Yours faithfully

Assistant Director (B)

F.No: A-1-10/2010-NIAH
National Institute of Animal Health
Department of Animal Husbandry, Dairying & Fisheries
Ministry of Agriculture
Government of India
Baghpat, Uttar Pradesh-250 609
Ph: 0121-2222471/2222472, Fax: 0121-2222291

Dated: 7th April 2010

TENDER NOTICE

Sealed Tenders are invited by the National Institute of Animal Health, Ministry of Agriculture, Department of Animal Husbandry, Dairying & Fisheries, Government of India, to purchase **Animal feed** on the terms and condition as hereunder

1. **Item/s with specifications:** Enclosed as **Annex-1**

2. **Tenders**

- A. Must be delivered, to the Director, National Institute of Animal Health, Department of Animal Husbandry, Dairying & Fisheries, Ministry of Agriculture, Government of India, Baghpat, Uttar Pradesh-250 609 by 30th April 2010 , latest by 2.00 PM Tenders must be written in English. All correspondence in connection with or arising from a bid shall be in English.
- B. **The price should be quoted in Indian Rupees.**
- C. **Two cover system** will be adopted. The **first cover** shall contain the **Technical Bid and the EMD**. The **second cover** shall contain the **Price Bid**. Both Technical as well as Price Bid shall be filled in with relevant details (as per Annexure II and III) and duly signed and placed in separate covers, sealed and superscribed clearly as "**Technical Bid**" / "**Price Bid**" for "**Animal Feed**" on the envelopes to be sent in separate covers. **Unsealed materials will not be accepted**
- D. **Tenders** may be submitted in sealed envelope superscribed "**Tender for Animal Feed due on 30th April 2010** addressed to

*The Director,
National Institute of Animal Health,
Department of Animal Husbandry, Dairying & Fisheries,
Ministry of Agriculture,
Govt. of India
Baghpat, Uttar Pradesh-250 609*

Tenders can also be deposited in the Tender Box kept in the Administrative Block of the NIAH, Baghpat.

E. The tender document should contain the following: -

- (i) The proforma at **Annexure-II (Technical Bid)** duly filled in and attached with required documents and certificates.
- (ii) Demand Draft for Earnest Money Deposit.
- (iii) **Rate is to be quoted on per kg basis for calf (Annexure-III)**
- (iv) All other required documents.

F. The period of contract would be for one year.

3. Late Tenders

A. Any tender received by the NIAH after the deadline for submission of tender will be rejected and returned unopened to the Tenderer.

4. Opening of Tender

A. **All Tenders will be opened in public on 30th April 2010 , at 2.30 PM** in the Conference Room, National Institute of Animal Health, Department of Animal Husbandry, Dairying & Fisheries, Ministry of Agriculture, Government of India, Baghpat, Uttar Pradesh-250 609. Tenderers or their representatives may be present during this meeting.

5. Earnest Money

A. The Tenderer shall furnish, as a part of its tender, Earnest Money of **Rs.5000/-**

B. The Earnest Money is required to protect the NIAH against the risk of Tenderer's conduct, which would warrant the security's forfeiture.

C. The Earnest Money shall be in one of the following forms:

a) A bank guarantee issued by a reputable bank located in the country and valid for 6(six) months.

b) A Bank Draft payable to **"Pay & Accounts Officer (Extension), Department of Agriculture & Cooperation, New Delhi"**.

D. Any tender not accompanied by Earnest Money will be rejected.

E. Unsuccessful Tenderer's Earnest Money will be discharged or returned as promptly as possible but not later than ninety (90) days.

F. The successful Tenderer's Earnest Money will be discharged upon the Tenderer signing the contract.

G. The Earnest Money may be forfeited:-

- a) if a Tenderer withdraws its tender during the period of tender validity specified by the Tenderer on the Tender Form; or
- b) in case of a successful Tenderer, if the Tenderer fails to sign the contract.

6. **Period of Validity of Tenders**

- A. Validity of Tenders shall be 90 days after the date of tender opening. A tender valid for a shorter period shall be rejected by the NIAH as non-responsive.
- B. In exceptional circumstances, the NIAH may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (or by cable). The Earnest Money provided shall also be suitably extended. A Tenderer may refuse the request without forfeiting its Earnest Money. A Tenderer granting the request will not be permitted to modify its tender condition.

7. **Terms & Conditions**

- A. The Tenderers must have a minimum of three years experience in the required field and their annual turnover for last 3 years must be not less than Rupees Fifty Lakhs in each financial year. (certificates from Commercial Tax / Income Tax Department as a proof of turnover should be enclosed).
- B. **The rates quoted should be valid for a period of one year from the date of opening of tenders.**
- C. The brochures and leaflets of products if any available may also be enclosed with the tender.
- D. The tenderers should indicate the brand name of the Animal feed that will be supplied and the successful tenderer should continue to supply the same brand with the same quality throughout the term of contract.
- E. With every lot of feed a certificate from a reputed and authenticated laboratory regarding ingredients claimed and quality of the feed is to be attached.
- F. The feed required should be supplied FOR to NIAH in New Gunny Bags/ HDPE bags.

- G. The feed should be supplied at convenient intervals as required by the NIAH and supply of feed should be affected within 10 days from the date of receipt of every supply order.
- H. The use of products of animal origin for the preparation of cattle feed and calf feed meant for any ruminant is totally banned as per the Government of India direction. Hence such product should not be present in the feed.
- I. Damages and wastages if any found in transit, the articles denied thereof, should be replaced. Otherwise the cost of the damaged packs will be deducted from the bill.
- J. Samples of supplies in each batch/lot will be chosen at the point of supply or distribution /storage points for testing. The samples will be sent to different laboratories for testing as decided by the Department. If the samples so tested do not meet the ration standards, penalty will be imposed by deducting a predetermined rate from the total amount claimed.
- K. The feed should be supplied FOR at the NIAH, Baghpat.

8. Award Criteria

- A. The NIAH will award the contract to the successful Tenderer whose tender has been determined to be substantially responsive and finalized based on the suitability of the agency with reference to the prescribed criteria and competitiveness of the price quoted provided further that the Tenderer is determined to be qualified to perform the contract satisfactorily. However, if the terms and conditions are not found as per the prescribed norms, the claim of the lowest quotee will be ignored.

9. NIAH Right to vary requirement of feed at time of award

- A. The NIAH reserves the right at the time of contract award to increase or decrease the quantity of feed originally specified in the scheduled of requirements without any charge in unit price or other terms and conditions.

10. NIAH Right to accept any Tender and to Reject any or all Tenders

- A. The NIAH reserves the right to accept or reject any tender, and to annual tender process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected Tenderer or tenderers or any obligation to inform the affected Tenderer or tenderers of the grounds for the NIAH's action.

11. Notification of award

- A. Prior to the expiration of the period of tender validity, the NIAH will notify the successful Tenderer in writing by registered letter or by cable, to be confirmed in writing by registered letter, that its tender has been accepted.
- B. The notification of award will constitute the formation of the contract.
- C. Upon the successful Tenderer's furnishing of the contract the NIAH will promptly notify each unsuccessful Tenderer and will discharge its Earnest Money.

12. Signing of Contract

- A. The supplier, on award of the contract should execute an agreement on **Ten Rupees stamp paper with NIAH, Baghpat incorporating the terms and conditions.**

13. Security Money

- A. Within fifteen (15) days of receipt of the Notification of contract award, the successful tenderer shall furnish to the NIAH the Security Deposit of Rs. Ten Thousand.
- B. The Security Deposit shall be in one of the following forms: (a) Bank Guarantee, issued by a reputable bank or a Demand Draft payable to **"Pay & Accounts Officer (Extension), Department of Agriculture & Cooperation, New Delhi"**.
- C. The proceeds of the Security Deposit shall be payable to the NIAH as compensation for any loss resulting from the Supplier's failure to complete the obligations under the contract.
- D. Failure of the successful Tenderer to sign the contract and/or furnish the Security Deposit shall constitute sufficient grounds for the annulment of the award and forfeiture of the Earnest Money, in which event the NIAH may make the award to the next lowest evaluated Tenderer or call for new tenders.
- E. The Security Deposit will be released by the NIAH and returned to the Supplier not later than 60 days following the date of completion of the Supplier's performance obligations under the contract.

14. Resolution of Disputes

- A. The NIAH and the agency shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract.
- B. For resolution of disputes, appropriate legal action shall be initiated in consultation with the Department of Legal Affairs, Government of India. Relevant sections of Indian laws as amended from time to time shall be applicable and binding on the tenderer.

15. Standards

- A. The services provided under this contract shall conform to the standards mentioned in the Technical Specifications.

16. Transportation

- A. The transportation costs etc. to transport the feed to the consignee's place shall be borne by the tenderer.

17. Payment

- A. No advance payment shall be made.
- B. For tenders denominated in Indian Rupees, the payment shall be made through Cheque/Demand Draft by the institute only after the Provisional Acceptance Certificate (PAC) is received duly certified that the animals has been received in good condition as per the specification.

18. Taxes and Duties

- A. The supplier shall be entirely responsible for all taxes and duties etc. incurred until completion of the contract.

19. Acceptance

- A. Acceptance both provisional and final regarding the tender will be by the Director, National Institute of Animal Health, Department of Animal Husbandry, Dairying & Fisheries, Ministry of Agriculture, Government of India, Baghpat, Uttar Pradesh-250 609 or his authorized representative.

Yours faithfully


Assistant Director (B)

ANNEXURE I

Specifications for Feed for calf

A. Specifications of Complete Feed Block for calf

| Sl.No | Characteristic | % |
|-------|----------------|----|
| 1 | Fodder | 42 |
| 2. | Molasses | 8 |
| 3. | Concentrate | 50 |

B. Specifications of Concentrate for Complete Feed Block for calf

| Sl.No | Characteristic | % |
|-------|----------------------------|-----|
| 1 | Crude Protein (Min %) | 22 |
| 2. | Moisture (Max %) | 10 |
| 3. | Ether Extract (Min %) | 4.0 |
| 4. | Acid Insoluble Ash (Max %) | 3.5 |

ANNEXURE II

**Technical Bid for Animal feed Supply
(To be filled and submitted by the Agency)**

| Sl.No | Particular | To be filled in by the tenderer |
|-------|---|---------------------------------|
| 1. | Name & Address of the tenderer/firm | |
| 2. | Telephone Nos. / Fax No./ E-mail / website | |
| 3. | Status of the Company Manufacturer/authorized supplier/Any other Please specify | |
| 4. | Date of establishment of the agency /firm | |
| 5. | Registration Number under the GOI Act (Please attach required certificate) | |
| 6. | Composition and Brand Name of the feed | |
| 7. | PAN/TIN No | |
| 8. | Earnest Money Deposit (EMD) submitted. | YES / NO |
| 9. | EMD details DD No. Date Drawn on Bank For Rs | |
| 10. | Proof of financial status of the agency in form of balance sheet for the last three years | |
| 11. | Details of the contract with any two Govt./Public sector etc. with contact person's name & Tel./cell No. etc. | |
| 12. | Remarks if any | |

Note: It is mandatory to attach the attested copy of required certificates/proof with above information.

Date & Place

(Name & Seal of the authorized signatory of the agency)

ANNEXURE III

Price Bid for Animal feed Supply
(To be filled and submitted by the Agency)

Name & Address of the tenderer/firm

| Sl.No | Feed | Rate/kg feed (Words) | Rate/kg feed (Figure) |
|-------|--------------------|----------------------|-----------------------|
| 1. | Animal feed (Calf) | | |
| 2. | Tax if any | | |
| 3. | Remarks if any | | |

Date & Place

(Name & Seal of the authorized signatory of the agency)