

BY SPEED POST

File No.15014/1/2010-Admn.II
Government of India
Ministry of Agriculture
Department of Animal Husbandry, Dairying & Fisheries

Krishi Bhavan, New Delhi
Dated: July, 2010

To,

As per list enclosed

Subject: - Inviting quotation for supply of Sanitation items for the year 2010 – 2011.

Sir,

The Department of Animal Husbandry, Dairying & Fisheries invites sealed quotations for supply of Sanitation items for the year 2010-11. Interested parties may send their quotations in sealed covers superscribed with words "**Quotations for supply of Sanitations items for the year 2010-11**". It may be specifically noted that a sample of each item is required to be submitted along with the quotation. Further, only such firms will be considered for award of contract where samples are approved by the Department. The Towels to be supplied should have adequate soaking capacity in fine quality & smooth feel, the dusters also should be of the finest quality. The details of items required may kindly be seen at **Annexure-'A'**.

2. The scope of work and the other terms & conditions are at **Annexure-I**.
3. The firm should have previous experience in supplying of such consumables etc. to **Government Departments/Public Sector Undertakings in Delhi. Necessary papers must accompany the quotation.**
4. The Department reserves the option to select more than one firm for award of contract for different items to ensure uninterrupted supplies during the currency of the contract.
5. The rates for each item shall be indicated both in words and figures and the price quoted at the time of submission of tender should remain valid for acceptance by the Department till 45 days. There should be no overwriting, erasing etc.
6. The component of taxes, if any should be indicated separately and clearly in the quotations. This should not be added on in the basic prices of the items of work.
7. The quotations shall be submitted in prescribed proforma (**Annexure II along with Annexure 'A'**) and with an earnest money deposited (EMD) of **Rs. 10,000/- (Rupees Ten thousand only)** in the form of demand draft in favour of Pay & Accounts Officers (Sectt-I), Ministry of Agriculture, Department of Animal Husbandry, Dairying & Fisheries, Krishi Bhavan, New Delhi from any scheduled commercial Bank. If the successful tenderer declines to act on the contract placed by the Department, the EMD shall stand forfeited and no claim on this account shall be entertained. The EMD of

unsuccessful tenderers shall be returned/refunded after finalization of the contract. The bid is also to be accompanied with details of the experience and other relevant information which the prospective bidder may like to bring to the notice of the Department.

8 The firms will be evaluated based on meeting the tender criteria viz. submission of EMD/experience/accepting en-block the terms and conditions etc. the contract shall normally be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily. **In case of multiple numbers of items, firms quoting lowest for majority of the items will be deemed to be L-1.** The bidders are not allowed to alter or modify their bids after expiry of the deadline for receipt of bids. The past performance with the Department will be an important criterion in evaluating the contract.

9. The successful bidder will have to furnish a Performance Security Deposit of Rupees 20,000/- (**Rupees Twenty thousand only**) in the form of fixed deposit in any of the scheduled commercial Bank duly pledged in **favour of Pay & Accounts Officers (Sectt-I), Department of Animal Husbandry, Dairying & Fisheries, Krishi Bhavan, New Delhi** for due discharge of obligation under the contract. The performance security shall remain valid for a period of sixty days beyond the date of contract period and will be released only after timely and satisfactory completion of contraction obligation by the supplier. The same shall be forfeited in case of any default.

10. If any of the bidders wants to understand the scope of work they may contact the Section Officer (G A), Department of Animal Husbandry, Dairying & Fisheries, Room No. 531, Krishi Bhavan (Tele No.23385116).

11. The sealed quotations, in the prescribed proforma only, are to be dropped in the tender box fixed in the Room No. 436-A, Krishi Bhavan, Dr. Rajindera Prasad Road, New Delhi-110001. **The due date and time for submission of the quotations is 3 p.m. on 28th July, 2010.** The quotations shall be opened on the same date at 3.30 PM in the presence of bidders who may like to be present. *It may be specifically noted that the quotations are required to be submitted with EMD, a sample of each of the items and other necessary documents in the prescribed proforma only.*

12. You may submit your quotations accordingly.

Yours faithfully,



(S.C. Khatri)

Under Secretary to the Govt. of India

Tele: 23382779

Copy to NIC-DAHD – for placing/uploading this on the website of the Department.

ANNEXURE- 'A'

LIST OF ITEMS REQUIRED BY THE DEPARTMENT
OF AGRICULTURE & COOPERATION

Sl. No.	Name of item	Size	Rate
1.	Mortien spray	500 ml	
2.	Room spray	(Yardley)	
3.	Colin	500 ml	
4.	Duster white	40X40	
5.	Duster white	Med.	
6.	Duster Yellow	36X36	
7.	Torch 3 Cell (Eveready)		
8.	Vim ultra	1 kg.	
9.	Baygon spray	500ml	
10.	Odonil		
11.	Surf (Blue)	500 gm	
12.	Towel	27X54	
13.	Towel	30X60	
14.	Towel	36X72	
15.	Hand Towel	B/D	
16.	Tissue Paper	Wonder	
17.	Toilet paper roll	Quality	
18.	Pencil cell (Eveready)		
19.	Cell Big (Eveready)		
20.	Wall Clock	Ajanta fancy	
21.	Lock Harisson	(55 MM) Brass	
22.	Lock Harisson	(25 MM) Brass	

ed

23.	Dettol Liquid Soap		
24.	Soap (Lux)	100 GSM	
25.	Soap Case		
26.	Pager Cell		
27.	Thermos Flask	Eagle	

Q

ANNEXURE- II

To

The Under Secretary (GA)
Department of Animal Husbandry, Dairying & Fisheries,
Ministry of Agriculture, Room No. 436-A,
Krishi Bhavan, New Delhi-110001.

Subject - Quotation of rate contract for supply of Sanitation items for the year 2010-2011
reg.

Sir,

I/we intend to submit the quotation on the subject captioned above and hereby consent to agree/ accept all the terms and conditions stipulated in Department of Animal Husbandry, Dairying & Fisheries letter No. 15014-1/2010 dated 29th June, 2010.

Sl.No.	Name of the items	Rate (In words & figure)	
1	Annexure -1		
2	EMD Details (Amount, Name of Bank Branch, DD date and No.)		
3	Experience Details	Name of the organization	Year and Value of work done (in Rupees)
4	Details of works premises including infrastructure available		
5	The details of registration(s) viz. No., date, validity etc. with Government authorities towards incorporation of the firm, running of stated business viz. Labour Licence, service tax and authorized premises.		
6.	The details of the PAN and other statutory registration.		

2. I/we undertake that documents and genuine/authentic and nothing material has been concealed and that I /we are not debarred by any Government organization and competent to contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, through fraudulent means/concealment of information.

(Signature of Authorised Signatory)

Name of the bidder:
Complete Address :
Address (Works), if any,
Contact Nos.