



National Research Centre for Orchids
(Indian Council of Agricultural Research)
Pakyong – 737 106, Sikkim, India

Tel. No: 91-03592-257954(Director) Telefax 03592257289
Web Site: <http://www.sikkim.nic.in/nrco>
Email: nrcorchids@rediffmail.com



OFA

No. NRC (O)/Admn/27/15-16/ 1898


Dated: 11/02/16

TENDER NOTICE

The Director, National Research Centre for Orchids, Pakyong invites sealed bid for carrying out various job/works at National Research Centre for Orchids, Pakyong, Sikkim. The cost of tender form and date of submission are mentioned below:

- A. Cost of Tender Form/documents **Rs 500/- (Rupees Five hundred)**
- B. Last date of receipt of tender/ sealed bid in the Office of Director, NRC for Orchids, Pakyong is **15.03.2016., 2.00 p.m**
- C. Date of opening of Technical Bids. **15.03.2016., 3.00 p.m.**
- D. Date of opening of Financial Bids whose Technical Bids has been accepted. **15.03.2016, 3.30 p.m**

The tender documents are also available in this Institute website www.sikkim.nic.in/nrco which can be downloaded for submission of the sealed Bids. However the prescribed cost of Tender Forms must be attached along with the Bids and Earnest Money. If the date upto which the Tender is open for acceptance is declared to be a holiday, the tenders shall be deemed to remain open for acceptance till the next working day.


Assistant Administrative Officer I/c.

To

Copy to:

1. Scientist I/c. (Aris Cell), NRC (O), Pakyong with the request to upload the Tender Notice in the website.
2. Notice Board, NRC (O) Pakyong.
3. Sh. Arvind Chauhan, Assistant. with the request to upload the Tender Notice in CPP Portal.



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Note: - All communications must be addressed to the Director, National Research Centre for Orchids (ICAR), Pakyong-737106, Sikkim.

To,

Dear Sir(s),

Sealed tenders are hereby invited on behalf of the Director, NRC for Orchids, Pakyong, Sikkim for contract of **PROVIDING JOB WORK/SERVICE CONTRACT FOR PROVIDING ALLIED SERVICES AT** National Research Centre for Orchids (ICAR), Pakyong, Sikkim (Place of work) The terms and conditions of the contract which will govern any contract made and those contained in the General conditions of contract applicable to the contracts and the special terms and conditions as detailed in the tenders forms and its schedules. Please submit your rates in the tenders form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.

2. **An earnest money of Rs.3,000.00 (Rupees three thousand)** only must be deposited in the form of demand draft/pay order payable to Director, National Research Centre for Orchids, Pakyong payable at **State Bank of India, Pakyong Branch. The particulars of the earnest money deposited must also be superscribed on the top of the envelope by indicating the draft/pay order number and date, failing which the tenders will not be opened.** The tenders will not be considered if earnest money is not deposited with the tenders.
3. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tenders, he will not resile from his offer or modify the terms and conditions thereof. If the tenderer fails to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the Institute. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Institute.
4. The Schedules of the tenders form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference to the additional pages must be made in the tenders form. If any modification of the schedule is considered necessary it should be communicated by

means of a separate letter alongwith the tenders. Overwriting/erasing in rates to be quoted by the tenderer will not be allowed otherwise the tenders may be rejected.

5. The tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the tenders is not fully filled in. Individual signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.
6. If tenderer does not accept the offer, after issue of letter of award by Institute within 15 days, the offer made shall be deemed to be withdrawn without any notice and earnest money forfeited.
7. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the tenders and all other related documents must be signed by every partner of the firm. A person signing the tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, NRC for Orchids (ICAR), Pakyong, Sikkim shall, without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tenders and the schedules to the tenders and annexure, if any, should be signed by the tenderer.
8. The original copy of the tenders is to be enclosed in double cover. The inner cover should be sealed. The outer cover should be superscribed "**TENDER FOR THE JOB WORK ONTRACT FOR PROVIDING ALLIED SERVICES AT NRC FOR ORCHIDS, PAKYONG**" with address of this office and the tenderer shall place two envelopes clearly marked containing technical bid and financial bid separately in the main envelop. All Tenders should be sent by Registered Post or hand delivered to the Office of the Director, NRC for Orchids (ICAR), Pakyong not later than _____
9. The rates quoted by each firm for job/service contract in tenders be given both in words and figures failing which the same is liable to be rejected. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders. The name and address of the representative who would be attending the opening of the tenders on tenderer's behalf should be indicated in the tenders. Name and address of permanent representative, of the tenderer, if any, may also be indicated.
10. The Institute is not bound to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in whole or in part. You are however, at liberty to Tender for the whole or any portion or to state in the tenders that the rates quoted shall apply only if the tenders are considered fully. Other conditional Tenders will not be accepted.

