

SCHEDULE – III

Tender for supply of Rotary Tiller (P.T.O HP = 14 HP to 20 HP)

The Office of the Additional Director of Agriculture (Horti), Botanical Garden, Puducherry intends to purchase Rotary Tiller (P.T.O HP = 14 HP to 20HP) from manufacturers /Distributors/Authorized dealers, etc., under **Two Bid system**.

TWO BID SYSTEMS:

Two separate sealed envelopes (Technical Bid & Financial Bid) for Schedule III should be submitted as per the details given hereunder.

1. TECHNICAL BID – “COVER - A” (SEALED)

This envelope should be addressed to **THE ADDITIONAL DIRECTOR OF AGRICULTURE (HORTI), BOTANICAL GARDEN, PUDUCHERRY** and marked as **“TECHNICAL BID – “COVER - A” “SUPPLY OF ONE ROTARY TILLER (P.T.O HP = 14 HP TO 20 HP)”** should contain EMD and Technical bid as per the pro-forma duly filled in and printed on letter head of the tenderer. Technical specification, class, quality standards, proposed quantity of supply should be clearly mentioned. Tenderer should invariably mention their name and complete address etc., on the left hand side of envelope for clear identification.

Technical Bid:

The tenderer has to sign in all the pages of the tender schedule and the copies of the enclosed documents. The tender document complete in all respect shall reach the Office of Additional Director of Agriculture (Horti), Botanical Garden, Puducherry **on or before 05.02.2020 upto 04.00 PM** either in person or through Speed post/Regd. Post. The Department of Agriculture & Farmers Welfare, Puducherry shall not be responsible for the postal delay.

The following documents with validity should be enclosed in the **Technical Bid “Cover–A”**

Sl. No.	List of Documents
1	Trade Certificate
2	The copies of GST Registration Certificate.
3	Copy of PAN No.
4	Separate DD for EMD and Tender Document Fee.
5	Supplier certificate from Government/Public organization
6	Registration Certificate
7	Income tax certificate
8	Annual Turnover Statement for the past 3 years.
9	Performance satisfactory certificates from existing users shall be enclosed..
7	Latest Sales-Tax clearance certificate.
8	Documents in support of the Manufacturer/Authorized Dealer that they are the Manufacturer/Authorized Dealer of indented supplies.
9	Latest Income-Tax verification certificate.
10	Annexure I - Specifications
11	Annexure II - Manufacturer/Dealer details
12	Annexure III – Declaration
13	Annexure IV – Letter of Tenderer
14	Annexure V – Details of Production and Sales experience
15	Annexure VI – Letter confirming the Technical and commercial terms & conditions
16	Annexure VII - Form of marketing agreement between distributor and manufacturer.
17	Brochures, leaflets and pamphlets of items indented.

2. FINANCIAL BID – “COVER - B” (SEALED)

This envelope should be addressed to **THE ADDITIONAL DIRECTOR OF AGRICULTURE (HORTI), BOTANICAL GARDEN, PUDUCHERRY** and marked as **“FINANCIAL BID – “COVER - B” – “SUPPLY OF ONE ROTARY TILLER (P.T.O HP = 14 HP TO 20 HP)”** and shall contain the rates filled in as per the pro-forma. (Tenderer should invariably mention their name and complete address etc., on left hand side of envelope for clear identification).

Financial Bid:

- i. The Tenderer has to quote the rate per unit inclusive of all costs, viz., taxes, packing materials, freight charges, etc.
- ii. Before quoting the rate, the tenderer should read the terms and conditions of the tender carefully. If the supplier has any doubt as to the meaning of the condition/s or the operation/s thereof, he shall get it clarified in the pre-bid meeting which is being convened before submitting the tender. No complaints whatsoever shall be entertained once the tender form is submitted.
- iii. The supplier should submit his postal address, telephone numbers and other details in the tender form.
- iv. Any tenderer **not fulfilling the conditions of technical bid/ technical evaluation will not be taken forward for financial bid opening or financial evaluation.**
- v. Offers with alternatives to the specifications given in the tender schedule will also be out rightly rejected.
- vi. Conditional tender shall not be considered. The Department of Agriculture & Farmers Welfare, Puducherry, shall not be bound to give reasons for the refusal to consider the tender with deviations.
- vii. The financial evaluation will be done only on the technically qualified tenderer as decided by the tender committee.
- viii. The Financial bid of eligible tenderers in the technical bid will only be opened.
- ix. Both the envelopes should be placed in one big sealed envelope superscribed as **“TENDER FOR THE “SUPPLY OF ONE ROTARY TILLER (P.T.O HP = 14 HP TO 20 HP)”** due for opening on 07.02.2020 at 10:30 AM. The sealed tenders should be delivered in the office of **THE ADDITIONAL DIRECTOR OF AGRICULTURE (HORTI), BOTANICAL GARDEN, PUDUCHERRY**, before 4.00 PM on 05.02.2020. Tenderer must affix the seal and write their address on each envelope.

TERMS AND CONDITIONS: -

General Condition for “SUPPLY OF ONE ROTARY TILLER (P.T.O HP = 14 HP to 20 HP)”

Specification and requirements of rotary tiller are available in **Annexure-I**. The quantity of rotary tiller with accessories indicated in the schedule is only tentative and subject to change as per requirement. This office reserves the right to increase or decrease the quantity of any item required.

- Tenderers shall pay a non-refundable amount of **Rs. 560/-** (including GST) towards the tender document fee by way of Demand Draft drawn in favour of “The Additional Director of Agriculture (Hort.), Botanical Garden, Puducherry- 605001” payable at Puducherry.
- Tenderers should also submit their Earnest Money Deposit (EMD) for an amount of **Rs. 5,000/-** (Rupees five thousand only) by way of Demand Draft drawn in favour of “The Additional Director of Agriculture (Hort.), Botanical Garden, Puducherry – 605 001” payable at Puducherry. The Earnest Money Deposit is non-interest bearing and is refundable to the unsuccessful tenderers and in case of successful tenderer the EMD will be returned one year after completing the supplies in good conditions.

Eligibility Criteria:

If the firm is participating as a Manufacturer:

- Should have a valid manufacturing license/Registration from the Competent Authority for manufacturing of machineries and implements.
- Should have sufficient experience in the relevant field.
- Should have GST Registration certificate. GST clearance certificate should be submitted.

If the firm is participating as Authorized dealer:

- Should be an authorized stockiest Distributor of the concerned manufacturer.
- Should have the relevant experience in the field of selling the items.
- Should execute a **marketing agreement on Rs. 100/-** (Rupees one hundred only) Non-judicial stamp paper clearly mentioning the firm from whom they are sourcing the above items with specifying the validity of the marketing arrangement.
- Should produce copy of valid license and wherever applicable ISI certificate from whom he is sourcing the items and the source should have experience in the relevant field.

- Should have GST Registration certificate. GST clearance certificate should be submitted.
- The Tenderer should not have been black listed by any central/ State Government or their under takings.
- Performance satisfactory certificates from existing users shall be enclosed.
- Acceptance of tender for the SUPPLY OF ONE ROTARY TILLER (P.T.O HP = 14 HP TO 20HP) will be subject to tenderer certifying that they have adequate servicing and spares facility within 50 kilometer radius in respect of the machinery tendered for by them or that they shall arrange to provide such facilities simultaneously with the supply of the farm machinery.

General Conditions:

- The Tenderer for supply of above item with **Specifications** as per respective **Annexure - I**
- The Tenderer who quote for the supply of above rotary tiller must be the manufacturer/ authorized dealer. **Detailed information should be furnished in Annexure- II.**
- The Tenderer should be the filled in Declaration form as prescribed in the **Annexure- III.**
- The Tenderer should submit the “Letter of Tender” along with tender document as per the **Annexure –IV.**
- The Tenderer should submit the details of Production / Sale experience of the manufacturer/ authorized dealer as per the **Annexure V.**
- The Tenderer should submit the Form of letter confirming the technical and commercial terms & conditions of the tender as per the **Annexure VI.**
- The Tenderer should submit the Form of marketing between distributor and manufacturer as per the **Annexure VII.**
- The Tenderer for supply of above rotary tiller shall hold valid sales tax registration certificate with the Government.
- The rate of each item should not exceed the maximum retail price (MRP) fixed to that particular item.
- No representation towards upward revision of rates will be allowed. The rates should be quoted Free On Road / Rail delivery as specified by the Office of Additional Director of Agriculture (Horticulture), Puducherry.
- The successful tenderers themselves will have to obtain permits, license etc., that may be required in fulfilling the contract.

- Government of India, DGS &D and Government of Puducherry rate contracts are to be compared with lowest price offered by the supplier through tender.
- Ex- Godown rates offered by the firm are not acceptable and such tenders will be summarily rejected. The rates quoted should be “For destination” basis, the destination being the Govt. Horticulture Farm, Madagadipet, Office of Additional Director of Agriculture (Horticulture), Puducherry.
- Supply and demonstration of rotary tiller should be done by the successful bidder at Institution premises at free of Cost.
- The rates quoted should be only as per the unit printed in the schedule and should be valid for a period of one year from the date of opening of the tender.
- The successful bidder will have to supply and trial run/ demonstrate the machinery within the stipulated time as mentioned in the supply order.
- All offers should be for supplies, from ready stock in original packing of the manufacturers.
- The bill of cost of the articles supplied should be sent to the consignee immediately after delivery of goods.
- **The Goods and Services Tax (GST) will be implemented as per the Government of India instructions.**
- The tender shall be submitted only if the Tenderer is agreeable to all the terms and conditions of this Tender, which includes the Description and Specifications of the items mentioned therein.
- Only the terms and conditions specified in this tender by the Department shall be binding on the Tenderer and the tendering authority.
- After due date, no addition or deletion or alteration in the tender will be allowed.
- In the event of any discrepancy in respect to the rates quoted, the “committee” reserves the right to accept or reject the tender.
- Copies of any document produced with tender including photo copies should be in English/ Tamil, **clear, legible and relevant to the indented items**, otherwise it will be not be considered.
- In the event of the date of submission or opening of tender being declared as a holiday for the office of the tendering authority, the due date for submission of tender and opening of tender will be the following working day but at the same time.
- The Tenderers are responsible to furnish all the required particulars along with the tender. No correspondence will be made on this account from this office/department.
- Tenders submitted in forms other than the one prescribed and / or without the payment of the prescribed fee will be rejected.

- Earnest Money Deposit of unsuccessful tenderer will be refunded after opening the financial Tender and selection of items within 10 days. However, if any firm desires to consider exemption from payment of Earnest money deposit certified copies of its Registration with DGS & D should be attached with their tenders.
- The supplier will be responsible for the supplied material and specification and defective material if found any will be rejected and will have to be taken back by the supplier at his risk and cost.
- The tenders/offers thus received when do not conform to the terms and conditions of the Department will be summarily rejected.
- The tenderer should enclose user-list along with their postal address and telephone numbers and should also furnish details of after Sales Service if any provided by the tenderer.
- The rate quoted should be inclusive of all requisite accessories. The details of accessories are to be clearly mentioned in tender form by the tenderer.
- The tenderer should give “on the site demonstration” to the satisfaction of the Indentor.
- Please enclose detailed specification with the photographs & literature of the equipment to be supplied.
- The tenderer or his authorized representative should come prepared for technical presentation and demonstration on the date of opening of the tender and may be required to stay next day also.
- Bidder should give specification compliance statement point wise showing /highlighting items part no., serial no. as quoted in their quotation for comprehensive technical comparison. Proof of compliance should be mentioned point wise in the catalogue. Failing in compliance and proof of compliance will cause cancellation of the bid without any further notice.
- The equipment should be demonstrated by the service engineer of the vendor at our site free of cost and the working should be demonstrated including training for operation by the departmental personnel.
- Manufacturer’s / Distributorship’s / Dealership’s certificate for the current year may be submitted along with technical bid.

Security Deposit:

- Within 21 days of the receipt of notification of award from the Additional Director of Agriculture (Horticulture), Puducherry, the successful Bidder shall furnish the Performance security equal to 5% of the contract value of items to be supplied. Performance security deposit shall be furnished in the form of demand draft drawn in favour of “The Additional Director of Agriculture (Hort.), Botanical Garden, Puducherry-605001” payable at Puducherry.

- The firms permanently registered as Industrial Co-operative Society/Small Scale Industry with Government of Puducherry / NSIC / DGS & D for the supply of particular store item proposed to be purchased shall be exempted from the payment of Security Deposit upto the monetary limit to which they are registered. **No exemption is granted to such firms during the currency of "Provisional Registration"**.
- The Performance Security Deposit will be refunded only after a period of one year from the date of successful installation, commissioning and testing of the Machineries and the faithful and complete discharge of all the Terms and Conditions of the contract by the contractor and to the fullest satisfaction of the Additional Director of Agriculture (Horticulture), Botanical Garden, Puducherry.

DELIVERY:

- The supply, installation, commissioning, testing, required trainings etc., should be completed within the period stipulated in the supply order to the office of the Additional Director of Agriculture (Horticulture), Puducherry.
- The supplier will be responsible for the supplied material and specification and defective material found if any will be rejected will have to be taken back by the supplier at his risk and cost.
- In case if the successful tenderer fails to supply the indented items with standard tools, accessories and spares etc. within stipulated time, the earnest money deposited by the tenderer/ bidder shall be forfeited.

GUARANTY/WARRANTY:

- The equipment quoted must be covered with guarantee / Warranty for a period of minimum two years from the date of completion of successful commissioning against manufacturing defect or faulty workmanship / design. During the Guarantee / Warranty period all defective parts should be repaired or replaced at free of cost.
- The tenderer should also give their consent for any AMC by the consignee.

OTHER CONDITIONS:

- The amount of Earnest Money Deposit paid by the Tenderer(s) whose tenders are not accepted shall be refunded to them within 10 days after the date of opening of the Bids.
- The intending supplier shall also have to mention the name of manufacture/make, model of the article and has to enclose the pictures/information brochures of the *rotary tiller* for which the rates are quoted. In the absence of the above, the items offered may not be considered.
- Upon signing the agreement of the contract of supply with of the Additional Director of Agriculture (Horticulture), Botanical Garden, Puducherry, the firm shall supply those items for which the contract is signed. Supply of materials with substandard quality will be summarily rejected.
- The Additional Director of Agriculture (Horticulture), Botanical Garden, Puducherry is vested with powers to cancel or to revoke the contract without assigning any reason therefor, if the contractor fails to effect the supply in conformity with the contracted terms and conditions. The Additional Director of

Agriculture (Horticulture), Botanical Garden, Puducherry, reserves right to evaluate the performance, quality & after promptness in sales service by manufacturer and the manufacturer should arrange for inspection and evaluation of their working in field conditions. In case the manufacturer could not arrange for evaluation in working condition or in case during evaluation if it is found that the performance, durability, after sales service is not adequate, the Additional Director of Agriculture (Horticulture), Botanical Garden, Puducherry reserves the right to reject the bid out rightly.

- Any dispute under or arising out of the agreement executed for supply of stores shall be referred to the Director, Agriculture Department, Puducherry, the sole arbitrator under the provisions of Arbitration and Conciliation Act, 1996.
- The Additional Director of Agriculture (Horticulture), Botanical Garden, Puducherry, has the right to recover all or any dues from the supplier by exercising the provisions of the Puducherry Revenue Recovery Act 1970.

Important Note:

Tender Fee and E.M.D. in the form of Demand Draft in original shall be submitted personally or by post in sealed envelope superscribed as “SUPPLY OF ONE ROTARY TILLER (P.T.O HP = 14 HP TO 20HP)” and should reach

**The Additional Director of Agriculture (Horticulture),
Botanical Garden,
Puducherry – 605 001.**

latest by **4.00 P.M. on 05.02.2020**. Tender Fee /EMD sent after the due date and time will not be entertained and will be summarily rejected. This office is not responsible for any postal/courier delay.

ANNEXURE - I

SPECIFICATIONS FOR ROTARY TILLER :

Linkage	Category 1 & 3 point linkage
P.T.O H.P. of Tractor	14.0 H.P to 20.0 H.P
Dimension (in mm) - Working width	820 mm to 1060 mm
Weight (including universal joint)	100 to 180 Kg
Kind of blade	L or J-type
Number of blades	20 to 30 Nos
Working Depth	120 mm to 180 mm

Signature of the Tenderer

ANNEXURE – II

Machineries Technical Details

1. Name of the machinery :
2. Manufacturer's name :
3. Make / brand name :
4. Detailed specification :
5. Technical details :
6. Literature / pamphlets of the machine:
7. List of parties to whom such machinery has been supplied:
8. Other references :
9. Warranty period:
10. Service backup:
11. Special features of the machineries:
12. Training facilities to be offered:

Signature of the Tenderer

ANNEXURE – III

DECLARATION

**Tender for the SUPPLY OF ONE ROTARY TILLER (P.T.O HP = 14 HP TO 20HP)
Declaration by the Tenderer (To be submitted with the tender)**

- 1) I /We _____ have gone through the instructions in the tender and agree by all conditions mentioned there in.
- 2) I/We _____ hereby state that I /we have remitted _____ (Rupees _____ only) in the form of Demand draft no: _____ dated : _____ drawn on _____ Bank _____ branch, in favour of the Additional Director of Agriculture(Horti.), Puducherry, 605 001 as Earnest Money Deposit and agree to have it forfeited to the Department of Agriculture, in case of my/our failure to undertake the contract for the items accepted by Tendering Authority, Puducherry.
- 3) I/we hereby certify that the price quoted by me/us is to the best of my/our knowledge and belief, are not more than the price which is permissible for me/us to charge a private purchaser for the same machineries under the provisions of any law in force.
- 4) I/we hereby certify that the rates quoted in this tender is final and I /We will not come forward of any upward revision or alternation in rates quoted subsequently due to hike in price or any other reason.
- 5) I/We hereby accept to forfeit the Earnest Money Deposit in the event of withdrawal to tender by me/us subsequent to opening of the tender.
- 6) Further, I/we assure that our firm is not blacklisted in any of the firm/Government institutions.

SIGNATURE OF THE TENDERER

Annexure IV

LETTER OF TENDER

To

The Additional Director of Agriculture (Horticulture),
Botanical Garden,
Puducherry – 605 001

Sir,

Sub: Tender for the SUPPLY OF ONE ROTARY TILLER (P.T.O HP = 14 HP
TO 20HP) -Reg.

I/We the undersigned do hereby tender and undertake to perform, provide execute all the works, materials, matters and things described or intimated in the tender schedule here to annexed and the specification thereto (which have been produced to and carefully examined by us) in strict accordance with and subject to the terms, provisions and conditions set forth or mentioned in the said schedules, specification at the rates given and as stated in the price schedule.

2. I/We herewith enclose DD No. _____ Date _____ in favour of the Additional Director of Agriculture (Horti.), Puducherry – 605 001 for _____ (Rupees _____ only) as a Guarantee for the due fulfilment of our tender EMD and, if successful, undertake an agreement to forward to the Addl. Director of Agriculture (Horticulture), within 21 days after the notification of the acceptance of this tender that has been received by us from the Addl. Director of Agriculture (Horticulture), for the due fulfilment of our contract.

3. I/We undertake and agree that, I/We will not withdraw this tender during the period that will be required for intimation of acceptance or non-acceptance as stipulated of the tender documents such period to date from the last date by which tenders are due to be submitted to the Addl. Director of Agriculture (Horticulture). If I/We do so withdraw, I/We shall forfeit the EMD to the Additional Director of Agriculture (Horti.), Puducherry.

4. In the event of my/our failing to make security deposit or to execute the agreement in the said manner, the EMD accompanying this tender shall be forfeited the Additional Director of Agriculture (Horti.) and this concluded contract shall in such case can be considered as having been cancelled or terminated and I/we agree to be liable irrespective of the forfeiture aforesaid for all damages, losses, costs, charges and expenses arising from or by reason of such failure and arrangements.

Signed this _____ day of _____ of 2020.

Place:
Date:

Signature of Tenderer.
Name & Address

Annexure-V

Production / Sale experience of the manufacturer/retailer.

Reference list of contracts executed by the applicant to establish his capacity for the
SUPPLY OF ONE ROTARY TILLER (P.T.O HP = 14 HP TO 20HP)

Financial Year	Name, address, contact no and the contact person of the Dept/Organization, etc.,	Contract Ref No & Date	Contract value in Rs.	Quantity supplied in Nos.	Date of purchase order/agreement	Date of supply

Signature of the Tenderer.

Name & Address

Company Seal

ANNEXURE – VI

**FORM OF LETTER CONFIRMING THE TECHNICAL AND COMMERCIAL
TERMS & CONDITIONS OF THE TENDER.**

To,
The Additional Director of Agriculture (Horticulture),
Botanical Garden,
Puducherry – 605 001.

Sir,

Sub: SUPPLY OF ONE ROTARY TILLER (P.T.O HP = 14 HP TO 20HP) -
Reg.

1. I/We have examined the tender document, the receipt of which is hereby acknowledged.
2. I/We have submitted our tender ref _____ dated _____ for the Supply of one Rotary Tiller (P.T.O HP = 14 HP To HP) as per the specifications and terms and conditions of the tender document.
3. We confirm that our tender is in conformity with the technical specifications and commercial terms & conditions as stipulated in the tender document and without any deviations whatsoever. We are aware that our tender is liable for disqualification in the event of technical and commercial deviations are observed by the tender accepting authority at a later date during the process of evaluation of our tender.
4. Thanking your and assuring you of our best services always.

Very truly yours,

Name of the Tenderer:

Signature and name of the authorized signatory:

Company seal:

Annexure –VII

**FORM OF MARKETING BETWEEN DISTRIBUTOR AND MANUFACTURER ON
Rs. 100/- NON JUDICIAL e-STAMP PAPER
NO. _____ DATED _____**

To
The Additional Director of Agriculture (Horticulture),
Botanical Garden,
Puducherry – 605 001.

Dear sir,

Tender No: _____

Manufacturer cum seller license No. _____

Registration BIS Certificate No. _____

I/We _____ who are manufacturer and seller of Machineries and implements having office at _____ and do hereby agree to supply _____ Nos. of _____ to M/s. _____
(Name and address of representative).

We hereby undertake to extend our full Guarantee and warranty as per the conditions of contract for the “supply of one rotary tiller (P.T.O hp = 14 hp to 20hp)” offered for supply against this tender invitation for bid by the above firm.

Yours faithfully,

(NAME)

For and on behalf of

M/s. _____ (Name of the firm)

TECHNICAL BID (COVER A)

To

The Additional Director of Agriculture (Horticulture),
Botanical Garden,
Puducherry – 605 001.

I/we

(Name and address of the Supplier) have read the terms and conditions of the Tender No.....
Dt.....and hereby agree to abide by the said conditions.

A) Name and address :- _____

B) Telephone No, Mobile No.& Fax No. if any:-

C) E-Mail I.D

D) Party's GST No and Copy of GST Registration Certificate.:- _____ (Please attach Xerox
copies)

E) Party's PAN NO: - _____ (Please attach Xerox copies)

F) Manufacturers/Dealers License Number & permission to sale of supply of one Rotary Tiller (P.T.O
HP = 14 HP TO 20HP) in the State of Puducherry and nearby States (Please attach Xerox copy) :-

Enclosure:- As above.

Place :

Date :

(Signature of the supplier)

With Rubber Stamp

FINANCIAL BID (COVER B)

From

To

The Additional Director of Agriculture (Horticulture),
Botanical Garden, Puducherry 605001

Sir,

With reference to your tender no..... dt., I/we hereby quote our most competitive offer for the supply of one rotary tiller (P.T.O HP = 14 HP TO 20HP) as per the terms & conditions and specifications provided by you.

The particulars of offer in Rs. per unit. (FOR Puducherry) is given below.

Sl.No	Item Description	Quantity Required	Unit Rate (in Rs.)	GST Amount for the Unit Rate (in Rs.)	Freight Charges (in Rs.)	GST Amount for the Freight charges (in Rs.)	TOTAL AMOUNT (inclusive of all taxes & charges)
1	2	4	5	6	7	8	9
1	SUPPLY OF ROTARY TILLER (P.T.O HP = 14 HP TO 20HP) AS PER THE SPECIFICATION (ANNEXURE-I) OF TENDER SCHEDULE-III	1.00					
TOTAL							

Signature of the Tenderer__

Name _____

Complete address _____

Date

Place