

SHORT TENDER NOTICE FOR FIELD BALANCES

**THE AGRICULTURAL MARKETING DEPARTMENT,
WEST GODAVARI DISTRICT, ELURU**

FILE E NO- 1475099/2018

**OFFICE OF THE
ASST.DIRECTOR OF MARKETING,
ELURU**

The Agricultural Marketing Department invites sealed tender for supply of **Field Balances**. Interested Parties can get tender Schedule by paying **Rs.2000/-** (Non-refundable) from Asst.Director of Marketing, Eluru from **Dt.20-10-2018 to Dt.26-10-2018** upto **04.00 P.M.** The date of submission of tender is upto **04.00 P.M on Dt.26-10-2018**. The tenders will be opened on **Dt.26-10-2018** at **05:00 P.M.** Tender form is also available in the website: <http://www.westgodavari.org>

Tender Cost: Rs. 2,000/- (Non-Refundable) for each item

NOTE:

1. The Tender Form can be obtained by **cash payment of Rs. 2,000/-for each item** from the office of the Assistant Director of Marketing, Eluru.

OR

2. **The tenderer should submit Demand Draft of Rs. 2,000/- for each item separately** drawn in favour of "**Asst.Director of Marketing, Eluru** " payable at **Eluru** towards the cost of tender form along with the tender documents if the document is downloaded through the website.

The Corporation wants to purchase equipment for its Paddy procurement centres for **KMS 2018-19** like Field Balances suitable for the calibration of Paddy preferably with the following Specifications though moisture meters of different specifications can be Quoted/participate in the bid by following the instructions in the bid document which is self explanatory.

Specification for Field Balances (Mechanical Weighing Scale):

1. Maximum Capacity : 100 g
2. Class : "B" with fractional weight box of capacity 100 gm (100 g to 50 mg)

Note: The Field Balances (Mechanical Weighing Scale) shall be supplied with verification certificate issued by the Department of Legal Metrology

**Tender Notice Invitation of offers from a reputed Manufacturers/Authorized dealers
for supply of [Field Balances](#)**

The Bidders should submit the proposals in two parts.

- a. Technical bid
 - b. Financial bid
- I. Technical part should contain all such details as mentioned in the bid document.
 - II. Financial part should contain the financial bid inclusive of all admissible taxes, duties, and levies, etc, the details of the financial bid should also be included for better appreciation of the bid.
 - III. These two parts should be submitted in separate sealed and super scribed envelopes. Both the envelopes should then be sealed in a third envelop marked as “**Tender for the supply of Field Balance**” for the above mentioned Purpose by the Asst. Director of Marketing, West Godavari district invites bids (Technical & Financial) for supply of above mentioned equipments.
 - IV. The Bid Document may be purchased personally during office hours on all working days from Dt. **20-10-2018**. It may also be downloaded from www.westgodavari.org in which case, the fee in the form of demand draft should be enclosed with the bid document at the time of submission.
 - V. The last date for submission of bid is Dt. **26-10-2018** upto **04.00 P.M** at the following address. **Assistant Director of Marketing, Market Yard, Eastern Locks, Eluru.**
 - VI. Separate tenders shall be filed for each item being procured through this notification and accordingly the EMD and cost of tender form shall be paid separately. Failure to do so will entail in the bid being rejected.
 - VII. The technical bids shall be deposited on Dt. **26-10-2018** at **04.00 P.M** before the constituted committee. The bidder or his authorized representative may remain present during the opening of such bid.
 - VIII. The Joint Collector, West Godavari district reserves the right to accept or reject any or all the offers, in part or in full without assigning any reason what so ever.
 - IX. The Joint Collector, West Godavari also reserve the right to cancel/ postpone the date of receipt and opening of the tenders without bearing any liability, whatsoever, consequent upon such decision.

1. GENERAL INFORMATION

1. All tenders should be addressed to the Assistant Director of Marketing, Eluru and send to the following address: **Assistant Director of Marketing, Market Yard, Eastern Locks, West Godavari District (Andhra Pradesh) Eluru -534005**
2. Tenders are invited from reputed manufacturers/ authorized dealers having at least five (5) years experience as per the tender document.
3. List of Machinery supplied and commissioned by the bidder on Turn-key basis.
4. All the Tenderers are requested to mention the name of their authorized representative with full address in the tender documents with details of addresses of office / residence phone nos. Mobile no., Email address etc.
5. In case the representative is changed during the course of execution of the contract such changes shall be notified by the successful Tenderer, failing which the competent authority shall not accept any responsibility.

2. SCOPE OF WORK

During procurement season of paddy every procurement centre requires Field Balances.

3. DEPOSIT OF EARNEST MONEY

1. Tender must be accompanied with an earnest money as specified below, failing which the tender will be rejected and Technical Bid will not be opened.
 - i.* EMD for Field Balances - Rs. 10000/- (Rupees Ten Thousand)**
2. The Earnest Money should be deposited by way of account payee bank draft in favour of Assistant Director of Marketing, Eluru on any Bank payable at Eluru.
3. Cheque/Bank Guarantee/Fixed Deposit receipt/Money Orders etc. are not acceptable towards deposit of earnest money.
4. In no case, the EMD will be accepted after opening of tender.
5. Details of EMD i.e. draft number and date should be indicated on the cover of the envelope otherwise the tender may not be opened and returned to the party.

Packet - 1 (Technical Bid)

1. Profile & Track Record of the company
2. Balance Sheet for last 3 financial years.
3. Photo copy of PAN No. issued by Income - Tax Department of the Firm.
4. Photo copy of GST Reg. No.
5. Earnest Money Deposit (EMD) So Prescribed for each item bid in the Form of Demand Draft from a Scheduled Bank as per the amount Prescribed drawn in favour of the Asst. Director of Marketing, Eluru Payable at Eluru and should be enclosed.
6. Tender Document Fee of **Rs. 2,000/- (Two thousand only)** Non Refundable in the form of Demand Draft from a Scheduled Bank drawn in favour of Asst. Director of Marketing, Payable at Eluru.
7. User list of items supplied to various Govt. Department in last five years to be included. The technical bids submitted will be evaluated on the basis of the following criteria:

4. Essential for Eligibility:

- 4.1 Registration/Certification from competent authorities which is legally mandatory and BIS/ISI Mark.
- 4.2 Physical demonstration on the date of opening of bids i.e on Dt. **26-10-2018 at 05:00 PM** in the chamber of the Joint collector, Collectorate, West Godavari district, Eluru.
- 4.3 Quotations without Physical Sample Demonstration on the day of opening of bids will not be considered.
- 4.4 Annual Turnover which will be average of last three years on the basis of balance Sheet.
- 4.5 Assessments and Annual Income Tax Returns for the last three years i.e 2015-16, 2016-17, and 2017-18 should be produced.

On the basis of Technical assessment the financial bids will be opened.

5. PACKET - 2 (FINANCIAL BID)

1. The cost of each items/equipments should be distinctly quoted in figures as well as in words in the prescribed form attached. The rate/price quoted should be inclusive of GST, if any, Freight, Insurance, etc.
2. The detailed financial bid cost should be put in an envelope sealed and subscribe as “**Field Balances**” and the envelop should carry the due date for submission along with the name, address, telephone number, e- mail address of the manufacturer/authorized supplier.
3. The covers containing both the technical and financial bids (sealed) should be put in a big cover, sealed and subscribed as “**Tender for Supply of Field Balances**” to **Asst. Director of Marketing, Eluru**”. The big cover should be addressed to Assistant Director of Marketing, Eluru, West Godavari District, A.P and should be submitted on or before Dt. **26-10-2018 upto 04.00 PM**.
4. The firm should also subscribe on the top of the envelop the name of the firm, tender notice number, name of the materials offered, date of opening and details of earnest money deposited.

6. SELECTION PROCESS

A nominated Committee will evaluate the technical bids received. Technical assessment will be based on technical evaluation criteria.

On the basis of technical assessment, the financial packet of these agencies will be opened. The financial proposal for “**Field Balances**” shall be considered separately on the basis of the financial bid submitted.

The job of Supplying will be awarded to the manufacturer/ Dealer, who quote the minimum price for the supply item as specified in the tender document.

7. SELECTION OF MANUFACTURER/AUTHORISED DEALER

The Tenderer quoting the lowest rate for supply of “ **Field Balances**” would be selected, who have to ensure supply of such implements/machinery through their authorized dealers/manufactures within the specified time limit.

1. Delivery must be within 7 days from the issuance of work order.
2. Delivery of items should be made at A.M.Cs concerned as per purchase order.

8. TERMS OF PAYMENT

1. Payment will be made after certification of successful installation and commissioning of the equipment supplied as per the Purchase Order.

9. VALIDITY PERIOD

Tenderers should specify that, for supply of further requirement/equipment @ same price of should be for a period of 1 Year from the date of opening of tender.

10. OTHER IMPORTANT INFORMATION

1. The firm must be capable of providing operational support to the users, and to conduct training to PPC Centers with free of cost.
2. All other necessary accessories should be provided for ensuring smooth operation, the cost of which should be included in overall cost of the Implement / machinery.
3. The Competent Authority reserves its right to accept the tender either in full or in part. Conditional Bids will be rejected outright.
4. The Competent Authority reserves the right to summarily reject any tender or tenders without assigning any reason..
5. The Competent Authority reserves the right to place an order for the full or part quantities Under any items of work indicated above.

11. QUANTITY

The requirement mentioned in the tender document is tentative and subject to increase or decrease at the time of finalization of tender/work/supply.

12. TEST CERTIFICATE

Test certificates, where applicable should be furnished in triplicate.

13. GUARANTEE

The Manufacturers/Authorized dealers shall give the following guarantee, in respect of "Field Balances " Executed by them. A period of One Year, the tenderer shall be liable to replace any parts that may fail or show signs of defects in case of his own supplies/services under the condition provided for by the contract at the cost and risk of the Tenderer.

1. The requirement mentioned in the tender notice is tentative and is subject to increase or Decrease at the time of finalization of tender. The tender should be submitted in duplicate in the enclosed tender Performa.
2. Tender which is not submitted in prescribed Performa shall be rejected. Any additional Particulars can be furnished in the accompanied letter of statement.
3. Tender which does not contain full details regarding technical particulars, test certificates, delivery period, etc. will not be considered.
4. The undersigned reserves the rights to reject whole or part of any or all of the tenders without assigning any reason.

CANCELLATION OF ORDER

The authority issuing the order reserves the right to cancel whole or part of the supply orders of those suppliers, who are found to be defaulter for delayed supply of the job or the supply of non-standard quality of materials.

Details of Equipment to be supplied (Approx.)

Sl.No	ITEM	SPECIFICATION	RATE	UNIT/ SIZE	ADDITIONAL INFORMATION IF ANY
1	Field Balances	1.Maximum Capacity : 100 gms			
		2.Class : "B" with fractional weight box of capacity 100 gms (100 gms to 50 mg)			

FORM -T1

1. Name of the Company (Manufacture/ Authorized suppliers):
2. Nature of the Company
(Proprietorship/Partnership/Pvt.
Ltd. Company/ Any other firm) :
3. Address with telephone no., fax no. &
e-mail id :
4. Details of registration:
5. Status of Financial position
(Certificates from concerned Banks
Should be enclosed) :
ii. Are you Income Tax/GST payee, if so,
6. Income Tax PAN No. of the firm :
7. GST RegnNo. :
8. Phone /Mobil No :

I do hereby enclose the Bank Draft/Pay Order as Earnest Money for Rs.....
(Rupeesonly) videBank having
Bank Draft/Pay Order No. dated On Eluru endorsed in
favour of **Assistant Director of Marketing, Eluru.**

Documents related to the rates in the form of "Financial Bid" in separate sealed covers.

I do hereby declare that, the above particulars furnished by me are true to my
knowledge and belief. I do hereby undertake to abide by all terms and condition of Tender. I
enclosed the following documents and certificates:

- i. Copy of PAN Card & Latest I.T. Return of the firm
- ii. Copy of GST Registration Certificate
- iii. Certificate of Bank regarding status of financial position.
- iv. Others (Please specify)

Terms and conditions duly accepted and signed are also enclosed.

Date:

(Signature of the Tenderer with designation and Official Seal)

The Agricultural Marketing Department, West Godavari District, Eluru

FINANCIAL BID

Sl.No	NAME OF THE ITEM	Price (Inclusive of all applicable taxes, Installation & commissioning, F.O.R. destination)
1	FIELD BALANCES	

AFFIDAVIT

I, _____ S/o _____ Director/Proprietor
of M/s _____ having its Registered office at _____ do hereby solemnly affirm
and declare as follows.

1. That, I have been authorized to execute this affidavit on behalf of this company/ firm by the Board of Directors vide its Resolution passed on.....
2. That, the AD Agricultural Marketing, Eluru Vide Advertisement published inhad invited offers for supply of equipments for paddy procurement centres.
3. That in response to the said Advertisement as stated in paragraph (2) above, our firm has submitted its technical & Financial proposals to the address specified on.....
4. That Technical proposal of our firm M/S.....Containing necessary information and particulars furnished as per given Proforma, detailing therein:
 - a. Firm's general experience and achievement in the field of supplying Agriculture Implements in Andhra Pradesh.
 - b. The qualification and competency of the manufacturers for the Assignment.
5. That the statement made in paragraph 1 to 4 of the foregoing Affidavit as above are true to my knowledge and belief and if anything is found contrary, I stand liable to be prosecuted under appropriate Act/ Laws in force.

Solemnly affirmed by the said At On this theday of2018.

Deponent:

Identified by me:

CERTIFICATE AS TO CORPORATE PRINCIPAL

I, certify that I am the secretary of the Corporation organized under the laws of.....and thatwho signed the above tender as authorized to bind the corporation by authority of its Governing body.

Secretary
Date & Seal