

**INVITATION TO TENDER**  
(For open tenders only - Non - transferable)

**PART 1**

FAX : 040-24306013

Grams : IMARAT

Tel No. : 24306221/24306222

Tender Reference No. : RCI/DCMM/06L/

Government of India  
Ministry of Defence  
R&D Organisation  
Research Centre Imarat  
Vignyana Kancha P O  
Hyderabad - 500 069

Dated :

Due Time : 10:30 hrs

Opening Time : 1100 hrs

Due Date :

Opening Date :

To:

M/s. \_\_\_\_\_



1. The supplies / service noted at Schedule of Requirements in Techno-Commercial Bid (Part-III) are required. Please find the following enclosed in this invitation :

- |  |           |
|--|-----------|
| 1. Invitation to Tender (Part I)         | Page 1    |
| 2. Tender (Part II)                      | Page 2    |
| 3. General Terms & Conditions (Part III) | Page 3-5, |
| 4. Techno - Commercial Bid (Part IV)     | Page 6-7  |
| 5. Price Bid (Part V)                    | Page 8-9  |

You are requested to return Part II, Part III and Part IV duly completed in one envelope, and marked as **Techno-Commercial Bid** and **Part V** duly completed and market as **Price Bid** in **another envelope**. The two envelopes are to be addressed to Director RCI and marked with our tender reference no, due date and due time on each envelope with your stamp as sender along with date of despatch. The Two envelopes may be put in one envelope and addressed to Director RCI at the above address. The combined envelope may be put in tender box placed at **RCI, Security Gate** before due date and time.

**Non-compliance of the above may disqualify your offer for consideration.**

Yours sincerely,

For Director

For &amp; on behalf of the President of India

G.M. SOMAIAH  
Senior Stores Officer-II  
For DIRECTOR  
RCI, Hyderabad.

Date

**TENDER****PART II**

Tender reference no: \_\_\_\_\_

To

The President of India  
Through Director RCI

Research Centre Imarat  
Vignyana Kancha PO  
Hyderabad – 500 069

I/We agree to furnish required supplies / services as detailed in the Techno-Commercial Bid (Part IV) or such portions thereof as you may specify in the Acceptance of Tender / Supply Order at the prices given in the Price Bid (Part V) in accordance with the General Terms and Conditions (Part III) governing the contract / supply order enclosed hereto duly accepted on receipt of order for the same.

I/We agree to hold this offer open until \_\_\_\_\_ and shall be bound to supply / commission / erect the equipment and despatch the same within the specified period.

I/We agree to supply and commission / erect the equipment and complete the whole of the work and hand over to the purchaser within the period of \_\_\_\_\_ weeks, from the date of receipt of an intimation from you regarding acceptance of this tender / receipt of supply order.

Station:  
Date:

( )  
Signature of Tenderer  
With Office Stamp  
Name & Address:

Station:  
Date:

( )  
Signature of Witness:  
Name & Address:



**GENERAL TERMS AND CONDITIONS FOR TENDER**  
**PART III**

**1. Preparation of Tender:**


- (i) The complete tender form (pages 2-9) should be returned intact whether you are quoting for any item or not. Pages should not be detached but when items are not being tendered for, the corresponding space should be defaced by mentioning 'not quoting'.
- (ii) In the event of space on the tender form being insufficient for the required purpose, additional pages may be added. Each such additional page must be numbered consecutively, should bear the tender reference number and be fully signed by you (the supplier). In such cases reference to the additional pages must be made in the tender form.
- (iii) If any modification of the tender form is considered necessary, you (supplier) should communicate the same by means of a separate letter sent with the tender.

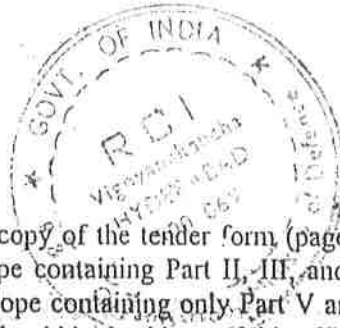
**2. Signing of Tender:**

- (a) The tender is liable to be ignored if complete information is not given therein regarding the particulars, data, specifications asked for in the techno-commercial offer (Part IV) at Schedule of Requirements. Specific attention must be paid to the delivery dates, technical specification, and also the general conditions of contract at Part III and other conditions mentioned at Part IV and Part V.
- (b) Individual signing the tender or other documents connected with a contract must specify whether he signs as:
  - (i) A 'sole proprietor' of the firm or constituted attorney of such sole proprietor.
  - (ii) A partner of the firm if it be a partnership, in which case he must have authority to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or a power of attorney.
  - (iii) Constituted attorney of the firm if it is a Company.

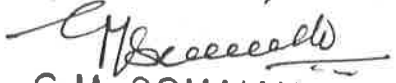
**NB:**

- a. In case of (ii) above a copy of the partnership agreement or a general power of attorney and in either case attested by a Notary Public, should be furnished to this office, or an affidavit on stamped paper of all the partners admitting execution of the partnership agreement or the general power of attorney, should be furnished.
- b. In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, every partner of the firm must sign the tender and all other related documents.
- c. A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warrant that he has authority to bind such other and if, on inquiry, it appears that the persons so signing had no authority to do so, the purchaser may, without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages.
- d. The tenderer should sign each page of the tender form and annexures, if any.

  
**G.M. SOMAIAH**  
Senior Stores Officer-II  
For DIRECTOR  
RCI, Hyderabad-59



3. **Delivery of Tender:** The original copy of the tender form (pages 2-9) is to be enclosed in two separate envelopes, the first envelope containing Part II, III, and IV and marked as "Techno – Commercial Bid" and another envelope containing only Part V and marked as "Price Bid". The two envelopes should be sealed and should bear address of this office, tender reference no, due date and time. The two envelopes should be put in one envelope which shall have only the address of this office  
Right is reserved to ignore any tender who fails to comply with the above instructions.
4. **Latest Hour for Receipt of Tender:** Unless otherwise specified in the Invitation to tender (Part I), your tender must reach this office not later than 10:30 hours on the date of opening the tender. Tenders sent by hand should be put in the Tender Box at this office not later than 10:30 hours on due date unless otherwise mentioned.
5. **Period for which the offer will remain open:**
  - (i) Firms tendering should not the period for which it is desired that their offers should remain open for acceptance. If the day up to which the offer is to remain open being declared closed holiday for Govt. offices, the offer shall remain open for acceptance till the next working day.
  - (ii) Quotations qualified by such vague and indefinite expressions such as 'Subject to immediate acceptance'; 'Subject to prior sale' will not be considered.
6. **Opening of Tenders:** The firm shall be at liberty to be present or authorise a representative to be present at the opening of the tender at the time and date as specified in the schedule. The name and address of the representative who would be attending the opening of the tender on behalf of the firm should be indicated in the tender. Please also state the name and address of firm's permanent representative, if any. Generally the techno-commercial offer will be opened on the day specified for opening.
7. **Right of Acceptance:** This office does not pledge itself and reserves to itself the right of accepting the whole or any part of the tender or portion of the quantity offered and the firm shall supply the same at the rate quoted. The firm shall be at liberty to tender for the whole or any portion or to state in the tender that the rate quoted shall apply only if the entire quantity is taken from the firm.
8. **Communication of Acceptance:** Acceptance of tender by the purchaser will be communicated by a telegram, express letter of acceptance / telex or a formal letter of 'Acceptance of Tender'. In cases where acceptance is communicated by telegram or Express letter, the formal Acceptance of Tender will be forwarded to the firm as soon as possible but the instructions contained in the telegram / telex / FAX or Express letter should be acted upon immediately.
9. Items supplied are subject to inspection and acceptance and the supplier should collect / replace the rejected items at his cost and risk.
10. **Delayed supplies :** In case of delayed supplies, liquidated damages at the rate of 0.5 percent per week of delay with a maximum of 5 percent will be levied.
11. **Registration:** Registration is mandatory. If the tendering firm is not registered with this Lab/Estt. Or any other DRDO Lab/Estt, they are required to seek registration. For details please write to Director of (Lab/Estt). Vendors must complete registration formalities to become eligible for placing supply orders and future enquiries.
12. Registration number allotted by this laboratory or any other DRDO Lab/Estt or proof of registration with another Govt. Deptt., if any to be mentioned on the quotation.

  
G.M. SOMAIAH  
Senior Stores Officer-II  
For DIRECTOR  
RCI, Hyderabad-69



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13. No correspondence/discussions/visits whatsoever will be entertained on the subject unless specifically called by this office after opening the tenders to technical discussions / price negotiations. Any violation of this will render the quotations invalid and the firm is liable to be blacklisted.
14. Director reserves the right to call for techno-commercial/price negotiations. The company should depute competent representative for such discussion / negotiations whenever called for and he shall be competent to take on the spot decisions.
15. Drawings/specifications sent along with this letter should be returned along with the firm's quotation or regret letter.
16. The firm may give any of their commercial term, if required in their techno-commercial offer only, and price quotation should contain only price.
17. **SECURITY:** Any information/material/document supplied in connection with this enquiry/likely order is classified and should not be disclosed/copied to jeopardise security of state.
18. Please inform the Director in writing whether the owner of the firm or any of their partners/employees has close relations working with any DRDO Lab / Estt. This is for record only.
19. Office stamps of tenderers must be affixed below their signatures.

(Signature of Tender issuing authority)

For Director

For & on behalf of the President of India

G.M. SOMAIAH

Senior Stores Officer-II

For DIRECTOR

RCI, Hyderabad-69

Tender Reference No :  
Full Address :

Fax No :  
Tele No. :

Signature of Tenderer :  
Name in Block Letters :  
Office Stamp :  
Station :  
Date :



TECHNO-COMMERCIAL BID

PART IV

1. Tender reference no.:
2. Name of tenderer:
3. Due date & due time: \_\_\_\_\_ 4. Opening date & time: \_\_\_\_\_
5. The tender shall remain valid for acceptance for 90 days, from the date of tender opening.
6. Amount of EMD Rs \_\_\_\_\_ DD No. \_\_\_\_\_ Dt \_\_\_\_\_  
(Applicable only for unregistered vendors. Please refer Para 11,12 in Part III)
7. Schedule of Requirements:

Sl. No.	Description & nature of Supplies / Services	Qty required	Place & dates on which delivery is to be made	Specifications (Attach additional sheets, drawings, etc., if necessary)
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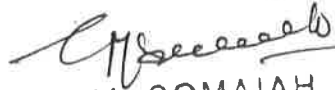
Note: List of free issue material provided by the Lab / Estt is attached as an appendix

\* Delete if not necessary

CONDITIONS FOR TECHNO-COMMERCIAL BIDS

TECHNICAL

1. Give brief description of item/equipment/material with accessories. Items offered should conform to BIS (ISI) specifications or as explicitly stated. In case specifications offered are different, separate comparative technical specifications sheet shall be attached with details such as Sl.No., specifications offered, deviations if any, and remarks. Any product brief, test certificates available may be enclosed.
2. List of spares, if applicable should be attached.
3. Any optional, if offered, be provided with their full technical details including their use and advantage.
4. (a) Samples : Samples are required / not required.  
(b) Drawings : Drawings supplied by this office are to be returned along with your tender.

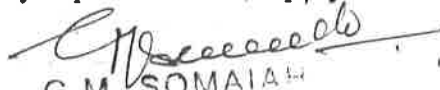
  
G.M. SOMAIAH  
Senior Stores Officer-II  
For DIRECTOR  
RCI, Hyderabad-69



COMMERCIAL

1. The normal payment terms are 90% within 30 days after receipt, acceptance and satisfactory installation of stores / equipment in good condition or the date of receipt of the bill whichever is later. The 10% payment will be released after warranty / guarantee period. This can also be released on furnishing a bank guarantee for equivalent amount valid for the duration of such warranty / guarantee, wherever applicable.
2. Give details of installation and commissioning except price which will be only in price bid (if applicable).
3. Warranty / guarantee required is for \_\_\_\_\_ years. Indicate warranty / guarantee duration offered.
4. Delivery desired is within \_\_\_\_\_ weeks / months. Specify your delivery period.
5. In case of delayed supplies, liquidated damages at the rate of 0.5 percent per week subject to a maximum of 5 percent will be levied.
6. This Organisation is exempted from payment of customs duty under notification No. \_\_\_\_\_ and excise duty under notification No. \_\_\_\_\_. However, prices should be quoted indicating clearly Customs / Excise duties. If agreed, the necessary exemption certificate may be provided. This exemption is for the final product only.
7. Delivery : Free delivery at \_\_\_\_\_.
8. Mode of despatch: Rail/Road/Air/Sea
9. In case equipment offered requires maintenance after the expiry of the warranty, please indicate approximate cost of comprehensive and on call basis maintenance and also availability of local support or otherwise.
10. **Please note clearly that faxed quotation is liable to be rejected.**
11. The Contractor is liable to submit the Security Deposit of appropriate value, in the event of acceptance of his tender if applicable.

Note: Please cross the conditions not required and add any required for this enquiry.

  
 G.M. SOMAIAH  
 Senior Stores Officer-II  
 (Signature of Tender Issuing Authority)  
 RCI, Hyderabad  
 For & on behalf of the President of India

Tender Reference No :  
 Fax/Telex No :  
 Full Address :  
 Station :  
 Signature of Tenderer :  
 Name in Block Letters :  
 Date :  
 Office Stamp :

Tele No:



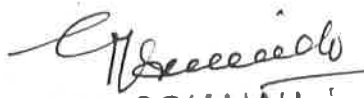
1. Tender reference no:
2. Name of tenderer:
3. Due date & time:
4. Opening date & time:
4. The tender shall remain valid for acceptance for 90 days, from the date of tender opening.
5. Rates for items given in Techno-commercial offer at Schedule of Requirements are as follows.  
Adhering to the Format given below is a Pre-requisite for considering your quotations:

Sl.No.	Description	A/U	Qty offered	Unit Price	Total cost
(i)	Brief description basic price without duties if any of complete equipment/item/material with all accessories				
(ii)	Customs duty, if any				
(iii)	Excise duty, if any				
(iv)	Sales tax				
(v)	Installation and commissioning cost, if any				
(vi)	Training cost, if any				
(vii)	Total cost (in figures & words)				
(viii)	For octroi if applicable, necessary certificate will be issued.				
(ix)	Any other				

7. Separate list should be attached where required in the same format giving details of each item and cost. However, total cost mentioned at Sl. No. 6 (vii) above

#### OTHER CONDITIONS FOR PRICE BIDS

1. No unilateral revision in price will be admissible.
2. Rates should only be quoted in the accounting units (a/U) mentioned in this enquiry. Rates must be quoted clearly on free delivery basis at \_\_\_\_\_ and total value is also indicated in words.
3. In case any of the subheads are included in the total cost, the same should be specified. Any exemption of duties / taxes required should be indicated.
4. Any optional indicated in techno-commercial bids must be priced separately.

  
G.M. SOMAIAH  
Senior Stores Officer-II  
For DIRECTOR  
RCI, Hyderabad





(Part V. contd.)

5. In case spares / accessories are applicable, their list and price should be clearly indicated separately.
6. Price:
  - (i) The prices quoted must be net per unit shown in the schedule and must include all packing and delivery charges. Refunds on account of returnable packages (if any) are to be separately specified. Prices and refunds must be clearly shown in figures and words in Indian currency.
  - (ii) The price must be stated for each item separately. The percentage of reduction, in the total price for the entire demand should also be quoted; should an order to that extent be placed with you.
  - (iii) If excise duty or any other extra charges are applicable, the same must be specifically stated. In the absence of any such stipulation, it will be presumed that the prices include all such charges and no claim for the same will be entertained.
  - (iv) The price quoted in the tenders should be exclusive of sales tax ( and should be clearly stated to be so) which will be paid by the purchaser, if legally leviable at the rate ruling on the date of supply as specified in the Acceptance of Tender.
7. Packing : Unless a method of packing is indicated in the specification or in the Schedule of packing which the contractor proposed to employ must be described in the Schedule of the Tender form. Contractors are at liberty to quote for additional alternative sizes and description of packs and these must be described in the Schedule to Tender.
8. Any other

Note: List of free issue material provided by the Lab / Estt is attached as appendix\*

\* Delete if not necessary

(Signature of Tender issuing authority)

For Director

For & on behalf of the President of India

G. A. SOMAIAH  
Senior Secretariat  
For Director  
RCI, Bangalore

Tender Reference No  
Fax/Telex No  
Tele No  
Full Address  
Station  
Signature of Tenderer  
Name in Block Letters  
Date  
Office Stamp