



भाकृअनुप-राष्ट्रीय प्राकृतिक रेशा अभियांत्रिकी एवं प्रौद्योगिकी संस्थान
ICAR-National Institute of Natural Fibre Engineering and Technology

(पूर्व भाकृअनुप-निरजैफ्ट Erstwhile ICAR-NIRJAFT)

भारतीय कृषि अनुसंधान परिषद INDIAN COUNCIL OF AGRICULTURAL RESEARCH

12, रीजेन्ट पार्क, कोलकाता -700040 12, REGENT PARK, KOLKATA -700040

(आईएसओ 9001:2015 प्रमाणित संस्थान ISO 9001:2015 CERTIFIED INSTITUTE)

दूरभाष Phone: 2471-1807 (निदेशक Director), 24212115/16/17 (ईपीबीएक्स EPBX), फैक्स Fax: ++91-33-24712583

ई-मेल E-Mail- director.ninfet@icar.gov.in, nirjaftdirectorcell13@gmail.com, वेबसाइट/Website:

www.nirjaft.res.in

F. No-7(3)/Embroidery Machine/Tender/MP/SCSP/19-20

Date: 06/11/2019

NOTICE INVITING TENDER THROUGH E-PROCUREMENT

Online Bids are invited from interested firms under two-bid system for supply and installation of one unit of Embroidery Machine. Manual bids shall not be entertained.

Tender documents may be downloaded from e-Procurement website of CPP Portal <https://eprocure.gov.in/eprocure/app> and also from ICAR- National Institute of Natural Fibre Engineering and Technology website www.nirjaft.res.in and submitted through online at CPPP as per the schedule as given in CRITICAL DATE SHEET as under:

CRITICAL DATE SHEET

Tender ID	2019_DARE_489406_1
Date and Time for Issue/Publishing	04.00 P.M on 06/11/2019
Document Download Start Date and Time	05.00 P.M on 06/11/2019
Bid Submission Start Date and Time	11.00 A.M on 07/11/2019
Bid Submission End Date and Time	03.00 P.M on 04/12/2019
EMD Submission End Date and Time	01.00 P.M on 05/12/2019
Date and Time for Opening of Technical Bid	03.00 P.M on 05/12/2019
Address for Communication	Director, ICAR NINFET, 12 Regent Park, Kolkata-700040
For any clarification, please contact	Swarnali Mukherjee Asstt. Administrative Officer(Adm III) Contact:033-24212115/16/17

Sd/-

Asstt. Administrative Officer (Adm III)

IMPORTANT NOTES:-

1. Tender Document can be downloaded from the ICAR NINFET website www.nirjaft.res.in or from the Central Public Procurement Portal URL:<http://eprocure.gov.in/eprocure/app>. Bidders should enroll/register in the e-procurement module of Central Public Procurement Portal through the website: URL:<http://eprocure.gov.in/eprocure/app> for participating in the bidding process. Bidders should also possess a valid Digital Signature Certificate (DSC) for online submission of bids.
2. Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.
3. The interested Firms are required to deposit (in original) Earnest Money Deposit (EMD) of ₹25,000/- (Rupees twenty five thousand only) in the form of Demand Draft from any of the scheduled Bank in favour of “ICAR NINFET” payable at Kolkata so as to reach on or before bid opening date and time as mentioned in the Critical Date Sheet, otherwise the tender will not be considered. If the firm is seeking exemption, they should upload the concerned certificate of exemption in relevant field issued from the competent authority. ICAR NINFET will not be liable for any postal delay. The EMD will be returned to the unsuccessful bidders after completion of tender evaluation process. No interest will be paid. The EMD will be forfeited if the bidder fails to accept the order based on his/her offer/bid or fails to supply the items.
4. ICAR NINFET will not be responsible for any delay in enrollment / registration as bidder or submitting/uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website: URL:<http://eprocure.gov.in/eprocure/app> and enroll their Digital Signature Certificate and upload their quotation well in advance.
5. Any change/corrigendum/extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit Central Public Procurement Portal URL:<http://eprocure.gov.in/eprocure/app> and our website www.nirjaft.res.in for updates.
6. If the date fixed for opening of Tenders is subsequently declared a holiday, the tenders will be opened on the next working day following the holiday but there will be no change in the time for opening indicated above.
7. ICAR NINFET reserves the right to accept/reject any or all the tenders in part/full without assigning any reason thereof.



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www.nirjaft.res.in

INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. For Online Bid Submission as per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL:[http://eprocure.gov.in/eprocure /app](http://eprocure.gov.in/eprocure/app)) and www.nirjaft.res.in. The bidders are required to submit copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. More information useful for submitting the online bids on the CPP Portal is available/obtained at URL:<http://eprocure.gov.in/eprocure/app>. Manual/offline bids shall not be accepted under any circumstances.
2. For Registration Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
3. Foreign Bidders have to refer “DSC details for foreign Bidders” for Digital signature Certificates requirements which comes under Download Tab at <http://eprocure.gov.in/eprocure/app?page=Standard> Bidding Documents &service=page and the remaining part is same as above and below.
4. No extra payment shall be paid on account of any discrepancy in nomenclature of items.
5. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tenderer stipulate any condition of his own, such conditional tender is liable to be rejected.
6. Director, ICAR NINFET, reserves the right to reject any tender/bid wholly or partly without assigning any reason.
7. The Tender Committee (TC) constituted by the Director, ICAR-NINFET shall have the right to verify the particulars furnished by the bidder independently and to relax the minor deviations/shortfalls.
8. Tenderer shall take in to account all costs including installation, commissioning, fittings etc. site i.e. ICAR NINFET, 12 Regent Park, Kolkata-40 for quoting the rates. In this regard, no claim for any extra payment for any reason shall be entertained.
9. The item should be delivered to ICAR-NINFET and the supplier shall be responsible for any damage during the transit of goods.
10. All the tender documents & price bid to be uploaded as per this tender are to be digitally signed by the bidder.
11. All the communications with respect to the tender shall be addressed to: The Director, ICAR NINFET, 12 Regent Park, Kolkata-700040

The Firms are required to upload copies of the following documents for technical consideration:-

1) TECHNICAL BID

- a) Scanned copy of Earnest Money Deposit (EMD) or its exemption, if any.-PDF Format
- b) Scanned copy of firm registration under Shop & Establishment Act./Company's Act./Partnership Act. etc. as applicable. Scanned copy of Firm's Trade License
- c) Scanned copy of PAN Card. -PDF Format
- d) Scanned copy of GST Registration Certificate. - PDF Format
- e) Duly filled Tender Acceptance letter & details of the firm on the letter head (Annexure-I & Annexure-II). - PDF Format
- f) Scanned copy of Manufacturer's Authorization in the name of bidder.(Self Authorization if the bidder himself is manufacturer)- PDF Format
- g) Scanned copies of proof of Last three years experience in relevant field(order copy in respect of the bidder) from the clients in Central Govt. establishments/Autonomous bodies of Govt. of India /State Govt/PSU/Central Universities etc.- PDF Format
- h) Scanned copy of Income Tax Return (ITR) for the last three assessment years i.e. for the assessment year 2016-17, 2017-18 and 2018-19. - PDF Format
- i) Scanned copy of certified P&L Account/balance sheet/certificate from chartered Accountant of the firm for last three assessment years i.e. for Assessment Year 2016-17, 2017-18 & 2018-19 showing annual turnover of ₹95.00 lakhs or more.- PDF Format
- j) Scanned copy of Brochure mentioning Make and Model of the equipment sub systems and additional items, if any should be mentioned in the technical bid and complete technical details should be provided in the form of brochure and write-ups. Warranty of the equipment may also be mentioned and to this effect documentary evidence like brochure or an undertaking mentioning the name of equipment and warranty period for that equipment must be uploaded. Technical Compliance Sheet against each criterion should also be submitted in PDF format- PDF Format
- k) Scanned copy of the Affidavit to the effect that the firm has not been blacklisted by any Govt. Office/Institute/ICAR for any reason. The Affidavit so provided should not be more than 6 months old otherwise the tender will be rejected- PDF Format
- l) Complete Bank Details of the Firm in NEFT mandate form Viz. Name of the Bank and Branch, Address, type of Account No, IFS Code, SWIFT Code (For foreign Exchange payment), MICR Code and PAN No.- PDF Format

2) FINANCIAL BID

- a) Price Bid as BoQ.xls

Instructions to bidders for filling up the BOQ:

If the total item/ some parts of the item is quoted in Foreign Currency.

- If the item/ some parts of the item is quoted in foreign currency then go to Sl. No. 1.01 (row 14) in the BOQ and select the desired currency from the dropdown list at column L. Select 'Full conversion' at column K. Mention the basic rate of the item / items in that currency at column M (including discount, if any). If any other charges/ taxes are also to be quoted in that foreign currency then also fill in the proper columns in that same row.
- For mentioning the rate of taxes/ charges to be quoted in Indian currency (INR) then go to Sl. No. 1.02 (row 15) and select the currency 'INR' from the dropdown list at column L. Select 'Full conversion' at column K. Fill in the proper columns of taxes/ charges in Indian currency. If some parts of the item is to be quoted in INR then also fill in the column M (Basic rate) in the same row (including discount, if any).

If the total item is quoted in Indian currency (INR)

- If the total item is quoted in Indian currency (INR) then go to Sl. No. 1.02 (row 15) and select the currency 'INR' from the dropdown list at column L. Select 'Full conversion' at column K. Mention the basic rate of

the item (including discount, if any) at column M. Also fill in the proper columns of taxes/ charges in Indian currency. **There is no need to fill up the row 14 (Sl. No. 1.01).**

TERMS & CONDITIONS OF TENDER

1. Evaluation of Bids :

Price bids of those bidders will be only evaluated whose compliance of Techno-Commercial parameters through Technical bid evaluation is established. ICAR NINFET shall have full right to seek clarification from the participating vendors at any stage after or before opening of the price bids. The bidder should clearly confirm all the facilities exist in his factory for inspection and testing and the purchaser may be allowed for inspection. For the purpose of evaluation, the final price(s) will be derived after adding all price /tax/duty/cess/surcharge or like components quoted/applicable or applying the discounts offered, if any.

2. Price Determination :-

The price should be the net value comprising Ex-work price, packing & handling charges, Freight & insurance on door delivery basis. Delivery of goods from station(s) within the Kolkata Metropolitan area should be free up to ICAR NINFET premises. Freight/ Transportation cost upto the destination. if dispatched from a station of outside the Kolkata Metropolitan Area , may be (if necessary) included in the bid price in CIF or FOB value. For the goods to be supplied from abroad, clearing , handling and local transportation charges from Kolkata Airport to NINFET will be paid in Indian Currency and it should be quoted in the bid. Insurance charges if required, may be quoted separately. For good manufactured outside the purchaser's country, the supplier shall be entirely responsible for paying all taxes, stamp duties, license fees and other such levies imposed outside the purchaser's country. No extra charge on any account will be borne by ICAR NINFET.

The Bidder must indicate the rate of GST for the item(s) offered. The instrument will be purchased in the institute for research & training purpose only. Therefore, the concessional GST clause (GST @ 5%) as per Ministry of Finance Notification No. 45/2017-Central Tax (Rate) dated 14th November, 2017 is applicable for this purchase. It may hereby be mentioned that the recognition no. of ICAR NINFET (Erst NIRJAFT) with DSIR is TU/V/RG-CDE(466) 2016 dated 19th January, 2017& GSTIN no. is 19AAAGN0020J2ZM. GST concessional certificate will be issued to the successful firm along with award of contract.

3. Payment Terms:

For goods supplied/services rendered, ICAR NINFET will prefer, in the following sequences to pay the seller:-

- i) For the items to be supplied from India :** within 30 days after actual delivery against pre – receipted tax invoice/ bills submitted in triplicate along with proof of delivery(challan), certificate of acceptance and satisfactory installation and functioning of Instrument.
- ii) For the items to be supplied from outside India:** through Letter of Credit on CIF or FOB value, 80% on receipt of dispatch documents and 20% after satisfactory installation and functioning of the instruments . Delivery charges etc. on door

delivery will be paid in Indian currency for imported items on the basis of quotation of the firm in financial bid. No Agency Commission will be paid.

4. Period of delivery :

For indigenous item(s): the instruments to be ordered should be delivered at ICAR NINFET,12, Regent Park, Kolkata – 700040, West Bengal, India within **30 days** from the date of placement of order.

For the item(s) to be supplied from abroad: within 120 days of opening of letter of credit.

If the bidder fails to supply the stores/perform jobs within the above time schedule, ICAR NINFET reserves the right to cancel the entire order or part thereof, without any reference and to forfeit the amount guaranteed thought the execution of the performance Bank Guarantee, if any, **If the delivery period as stipulated above is not acceptable to the bidders, the delivery period they should be clearly mentioned in their bid.** Also, the delay in delivery will attract a penalty of 0.5% of the ordered value per week.

5. Mode of Dispatch :-

For indigenous goods, by Rail/ Road as find suitable.

For the goods to be supplied from abroad: on CIF (Cost, Insurance, and Freight) Kolkata by Air / Port. Delivery shall always be preferred at Door, i.e., ICAR NINFET, 12, Regent Park, Kolkata- 40, West Bengal, India. Consignment clearing charges i.e. Delivery Order Fee, Airport charges, Transport, Insurance & Delivery and Agency Commission / Service Charges, Go down demurrage charge will be borne by the Supplier. Delivery from Airport / Port to ICAR NINFET door to door should be free of cost to be borne by the supplier. Goods will not be considered delivered until they are actually in buyer's possession. Upon dispatch of the goods the supplier shall notify the purchaser and mail the following documents to ICAR NINFET and Bank. Equipment shall be at risk of supplier until delivery has been completed in full i.e. inspected on receipt at site.

- i) One original and two copies of Supplier's tax Invoice mentioning Order No. & date, goods description, quantity, unit price and total amount
- ii) Three copies of packing list identifying contents of each package
- iii) Insurance Certificate
- iv) Manufacturer's Warranty Certificate
- v) Manufacturer's Test Report
- vi) Certificate of Origin
- vii) Mode of Transport & Carrier(In case of imported item)
- viii) Assured Properties, Spares, Operation /Service Manual

6. Validity of Offer:

For Indigenous goods, bid shall remain valid for **90 days** and for the instrument(s) to be supplied from abroad should be valid for 120 days from the closing date of submission of Tender which may be extended at the request of ICAR NINFET. Validity offered for a lesser period than above may render the tender rejected.

7. Confirmation of Order :

Purchase Order, if any, issued by ICAR NINFET, to the successful bidder must be confirmed by the seller/supplier within 10 days for indigenous items/20 days for supply

from abroad from the date of issue of the Order. The Confirmation must be accompanied by the requisite Performance Security, where applicable, in the due manner. The order shall come into force immediately after ICAR NINFET receives the confirmation in the aforesaid manner. Failure to confirm an Order may be deemed to be a violation of the bid and may lead to the forfeiture of the Bid Security.

8. Performance Security:

The successful bidder irrespective of its registration status, in the event of receiving award for supply of said equipment(s) shall have to deposit performance security at the rate of 10% (ten percent) of the contract value within 10 days from the receipt of Purchase Order. **Performance Bank Guarantee must be made valid till the end of 60 days beyond the expiry of the all contractual obligations including the Warranty obligations calculated from the date of installation (for supplies and/or services).**

9. Recoveries from Payments due :

ICAR NINFET shall have full right to recover any such amount as may be due from it by the Govt. Income Tax etc. as may be due under extant rules may also be deducted at source from your bills, if due and payable upon selection and order.

10. Assured Properties :

The properties of the stores/quality of the services offered should fairly match with the required ones. The bids should clearly contain the Physical/Electrical/Climatic Requirements or configurations for good/services offered and indicate the specific information, if any, on features of the stores relating to Energy saving/Durability/Eco-friendliness. The offers should also assure the suitability and /or durability of the stores/services in the climatic conditions in India. If selected and ordered, Goods must be manufactured/Services must be provided in strict compliance of the prevalent enactments/regulations/guidelines of the Govt/Other statutory authorities.

11. Availability of Spares :

Bidders should preferably specify the details about the availability of spares or repair/Annual maintenance services of the goods in India during and after the warranty. The Bidder, should enclose due authorization from manufacturer(s) about availability of spare parts/maintenance of the equipment.

12. Warranty Terms :

Minimum 12 (Twelve) months from the date of installation and satisfactory functioning should be allowed as Warranty Period. Preference may be given at the discretion of ICAR NINFET, to bid offering longer warranty coverage. ICAR NINFET will not bear the cost of the item(s) which may come as replacement of the original stores or spares as a result of faults noticed at the time of inspection or during the currency of the warranty period. The seller/Local Agent is required to eliminate the fault(s) occurring during the Warranty Period without delay by improvement or replacement as may be necessary at their own cost.

Cost of Extended Warranty beyond normal warranty period or for any Post Warranty Annual Maintenance Contract Service should be quoted separately.

13. Amendment of Bidding documents:

At any time prior to the deadline for submission of bid, ICAR NINFET may amend the Bidding Documents by issuing addendum which shall be part of the Bidding Documents.

14. Operation / Service Manuals :

The Bidder shall have to make available, along with the Consignment, the Operating & Service Manual and valid calibration Certificate, if any (in English Language). Training should be imparted to the personnel of ICAR NINFET by the supplier for operation and maintenance of instrument free of cost after delivery.

15. Inspection, Testing and Acceptance:

Goods delivered will be inspected at the Purchaser's office and will be rejected if they do not conform to the standard, specifications and drawings prescribed. On-Site inspection may be allowed in deserving cases, particularly the job(s) proposed to be undertaken. Inspection of the goods or demonstration/test/trial-run of the equipment shall be done by the Purchaser at his end. Stores rejected on inspection/Test will have to be replaced by the seller free of cost and on any such occasion, if arises, all the charges for packing, forwarding/handling, shipping/transportation, Banking and also the charges for collection of documents, delivery at ICAR NINFET, if any, plus all other charges as may be payable, must be borne by the Seller and/or their Local Representative.

16. Selection of the Bidder:

Selection of the Bidder will be done in accordance with the prescribed norms and rules of Indian Council of Agricultural Research/Government of India. Canvassing in any manner will render a bidder disqualified for consideration, at any stage in the process of tender evaluation. ICAR NINFET, however, reserves the right to seek clarifications on any aspect from the Bidder(s), if required. If any discrepancy has come to the notice of the authority regarding information/documents submitted with the bid, the bid will be liable to be rejected.

17. Interpretation & powers to Relax:

For any interpretation or clarification, if required, the Purchaser may be contacted. For any relaxation of the provisions envisaged herein, whether requested or not by a prospective bidder, the Purchaser will be the authority to relax.

18. Arbitration:

Decision of Director, ICAR NINFET shall be final for any aspect of the contract and binding to parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement, dispute shall be referred to the a sole arbitrator. The sole arbitrator shall be appointed by mutual agreement between the parties. If the parties fail to agree on the arbitrator within 30 (thirty) days from the receipt of a request by one party from the other party to so agree, the appointment shall be made upon request of a party, by the Indian Council of Arbitration or the President of the Institution of Engineers (India).

19. Settlement of Disputes:

Disputes, if any, as may be emanated from this bidding process/resultant contract, shall interpreted only under the relevant Laws of the Union of India and Jurisdiction for settlement of dispute, if arises any, shall be **KOLKATA, West Bengal, India.**

Name of the Instrument: Supply & Installation of Embroidery Machine

Specification of the Item:-

1. Single head 10 needle cylinder bed
2. Stitch speed (Stitches/minute): Up to 1000
3. Provision of LCD screen
4. Facility of automatic Needle thread along with automatic thread trimmers
5. Facility of back ground scanning with camera
6. Facility to create own embroidery designs by drawing directly on the LCD touch screen
7. Accessories with the machine as below:
 - a) Embroidery design software
 - b) Stand for embroidery machines and provision for storage of accessories and threads
 - b) Border frame and Quilt frame

This machine facility should be useful for making embroidery design on the fabric/bag/garment for development of high value product. This system along with the existing sewing machine facility will ensure for the high value product design and development.

ANNEXURE I

TENDERER TO FILL UP THIS PAGE (In the Letterhead of the Firm) and submit the scanned copy against the first label of the Technical cover.)

1 (a) Name of the Tenderer firm/ Organization/ Agency:

(b) Name of the Proprietor/ Partner:

2. Office Address of the Firm:

3. Telephone/ Mobile No. :

4. Fax No. :

5. E-mail Address:

6. Website address if any:

7. EMD details (DD No, Date, Amount and Bank Name)

Or EMD exemption certificate (NSIC/MSME) UAN No. :

8. i) Trade License No:

ii) PAN No:

iii) GST No:

9. i) Firm's Bank Account No and Type of Account:

ii) Name of Bank & Branch:

iii) IFSC Code No:

10. Name of Public Sector/Govt. organization/PSU/Central Universities to whom similar services/goods have been provided by the firm during the last four years:

11. Name of authorized representative(s):

12. Whether proprietary or partnership Firm or Company:

Signature of Authorized person of the

Firm/Agency with seal

ANNEXURE II

Tender Covering Letter
(In Firm's Letterhead)

Ref. No.
To
The Director,
NINFET 12, Regent Park,
Kolkata-700040
West Bengal India

Date :

Ref: Your Tender Notice No _____ dtd. _____
For _____ (Item)

We the undersigned have examined the above mentioned tender enquiry, document, including Amendment No _____ dated _____ (if any), the receipt of which is hereby confirmed. We Now submit our offer for supply and installation of _____
(description of goods and service)in conformity with your stipulated terms and conditions and neutral specification as in the attached Technical Bid, for the sum as shown in the schedule(s) of Price Bid, attached herewith and made part of this tender, along with the requisite EMD/Bid Security enclosed.

If our tender is accepted, we undertake to supply the goods and perform the service as mentioned above, in accordance with the mutually agreed delivery schedule as may be specified in your Order/Contract.

We further confirm that if our tender is accepted, we will provide you with a performance security of the required amount in an acceptable form in terms of your Tender, read with modification(S), if any, for due performance of the contract.

We agree to keep our tender valid for acceptance for a period up to _____ required in the Clause 6, read with modification, if any, as may be specified in the Special Terms or for subsequently extended period ,if any, agreed to by us. We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period and also that our EMD/Bid Security shall be liable to be forfeited, if we withdraw from the tender or fail to abide by the contract terms in due manner, if selected, subsequently and within the above bid validity period.

We further confirm that, until a formal contract is executed with or Order is awarded on us, this tender read with your written letter of intent or acceptance thereof within the aforesaid period will constitute a binding contract between us.

We further understand that you are not bound to accept the lowest or any tender you may receive against your above- referred tender enquiry.

Date :

For and on behalf of

Signature of Authorized
person with Company Seal
and date.

Annexure-III

(Manufacturer's Authorization Form)

TO WHOMSOEVER IT MAY CONCERN

Ref. Tender document No.....dated.....

Webeing proven and reputed Manufacturers of
..... (name and description of the
goods offered in the tender) having factories/ office at hereby authorize
Mr./Mrs/M/s..... (name and address of the agent) to submit a tender, process
the same further and enter into a contract with you against your requirement as contained in the above
referred tender enquiry documents for the above goods manufactured by us.

We further confirm that no supplier or firm or individual other than
M/s.....
..... (name and address of the above agent) is authorized to submit the
Tender , process the same further and enter into a contract with you against your requirement as contained
in the above referred tender enquiry documents for the above goods manufactured by us .

We also herby extend our full warranty, as applicable as per clause 12 of the Conditions of
Contract read with modification, if any, in the Special Terms for the goods and services offered for supply
by the above firm against this tender document.

Yours faithfully,

[Signature with date, name and designation]
for and on behalf of M/s.....
[Name & address of the manufactures]

**Note : This letter of authorization should be on the letter head of the manufacturer's
and should be signed by a person competent and having the power of attorney.**

Annexure-IV

(In case the representative of the Firm attends the bid physically, the form, duly filled in should be handover to ICAR NINFET Authority)

To
The Director, NINFET
12, Regent Park,
Kolkata- 700 040
West Bengal. India
Subject: Authorization for attending bid opening on..... (date) in the Tender
No.....For.....
.....

Sir,

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on Behalf of.....

(Bidder's name) in order of preference given below.

Order of Preference Name

Signature	specimen
<hr/>	

1.

2.

Signature of bidder or Officer authorized to sign the bid Documents on behalf of the bidder.

Note

1. Only one representative will be permitted to attend bid opening (Technical and Financial/Price Bid).
2. Permission for entry to the hall where bids are opened will be refused in authorization as prescribed above is not produced