



ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION

(Deemed University) (University under Sec. 3 of UGC Act),
Indian Council of Agricultural Research
Panch Marg, Off. Yari Road, Versova, Andheri (west), Mumbai 400 061
Tel. No. 022-26361446/7/8 Web Site : <https://www.cife.edu.in>
GST No.27AAAAI1830P9ZB



F. No. 49(238)/23-24/NAHEP/P

Dated 28.12.2023

Name of the Item/ Materials: IT & Stationery Material for Audit Section

QUOTATIONS FORM HAS TO BE SUBMITTED SEPARATELY IN SEALED ENVELOPES

To,

M/s.

.....

.....

Sub: Purchase of IT & Stationery Material for Audit Section.

Dear Sir,

Please find enclosed herewith the quotation form along with detailed specifications for Purchase of Plastic Ware, Glassware & Chemicals in Annexure – 1 & 2.

Kindly acknowledge the receipt of the same.

Yours faithfully

Asstt. Administrative Officer (P)



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**REQUEST FOR QUOTATION DOCUMENT FOR PURCHASE OF
IT & STATIONERY MATERIAL FOR AUDIT SECTION**



**UNDER
NATIONAL AGRICULTURAL HIGHER EDUCATION PROJECT**



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THE DIRECTOR, ICAR-CENTRAL INSTITUTE OF FISHERIES EDUCATION invites most competitive quotations in sealed envelope under National Agricultural Higher Education Project "NAHEP" for the Purchase of Plastic ware, Glassware & Chemicals from the reputed manufacturers, their authorized distributors /dealers and other suppliers/firms.

The quotation should reach at **ICAR-CIFE, Mumbai on or before 3.00 pm of 29.12.2023** in sealed envelope addressed to the **ICAR-Central Institute of Fisheries Education, Panch Marg, Off. Yari Road, Versova, Andheri (W), Mumbai – 400 061**. The sealed envelopes should be sent by post/courier so as to ensure that it reaches the office within the due date and time. Alternatively, the quotations in sealed envelopes may be physically dropped in Tender Box in the office. Quotations received by Email or in open cover shall not be entertained.

TERMS & CONDITIONS OF QUOTATIONS:

1. The prices shall be quoted in Indian Rupees only. Each bidder shall submit only one quotation.
2. All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
3. No advance payment or any part payment will be made. The payment is normally made within 15 days from the date of receipt of item / material in good condition as per order. The payment will be released only after full installation/ commissioning of item/ equipment satisfactorily.
4. The successful firm must have to mention Bank Account number along-with the name of bank and its IFSC code in the bill at the time of supply of ordered items. The payment will be made through RTGS/ Bank Transfer only.
5. Quotation not found according to specifications will not be considered. The manufacturer / Dealer should quote only one make and one model of equipment similar as per our specification. The firm should also submit their quotation supported by relevant printed literature.
6. Quotation shall remain valid for a period not less than 90 days after the deadline date specified for submission of quotations.
7. The rate should be on F.O.R. basis at ICAR-CIFE, Mumbai. Full taxes may be charged, if applicable. The Institute will not provide any Road permit form.



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8. Firm should have to attach EMD of value 2.5% of the quoted amount of the Materials. None payment of EMD of requisite value will render the bill as rejected. However, firms having NSIC/MSME certification are exempted from payment of EMD.
9. Upon receipt of supply order the successful bidder will have to submit 3% of ordered value (exclusive taxes) as Performance / Security Deposit in form of FDR / Bank Guarantee etc. issued from Nationalized Bank.
10. Delivery will have to be made at **ICAR-Central Institute of Fisheries Education, Panch Marg, Off. Yari Road, Versova, Andheri (W), Mumbai – 400 061** within 5 days from the date of issue of Supply Order or as extended by the Institute.
11. In case of any dispute, the decision of the Director, CIFE shall be binding on the part of the contractor/supplier/fabricator/firm.
12. The firm will have to adhere to the warranty / guarantee on the equipment/ materials supplied and during the period any fault /shortcoming will have to be addressed immediately without any extra cost.
13. The dealer should enclose authorization certificate issued from the principal supplier / manufacturer.
14. All taxes should be mentioned clearly, if applicable, failing which, the quotation will not be considered.
15. The Director CIFE reserves the right to accept or reject any or all the Quotations without assigning any reason.
16. Disputes, if any, will be governed by the Mumbai jurisdiction only.

REQUIRED DOCUMENTS:

1. Scan copy of PAN and GST Registration Documents.
2. NSIC/MSME certificate, if any. Else EMD of requisite value in favour of **ICAR Unit CIFE** payable at Mumbai shall have to be submitted along with the Bid.
3. Registration/Corporation certificate of the firm.
4. Copy of RFQ Signed by Firm with all annexures.
5. Original Manufacturer Certificate / Authorized Distributor certificate from the manufacturer is required.
6. Bank account details of the firm in which the payment has to be made after satisfactory supply and installation.

Asstt. Administrative Officer (P)



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Annexure – 1

LIST OF CARTRIDGE AND A/4 SIZE PAPER FOR AUDIT SECTION

Sr. No.	Description	Qty.
1.	HP 78A Cartridge	04 Nos.
2.	CC388A Cartridge	10 Nos.
3.	CE505A Cartridge	02 Nos.
4.	HP137A Cartridge	02 Nos.
5.	A/4 size photocopier paper	02 Box
6.	External HDD (1TB)	07 Nos.
7.	Pen Drive OTG (64GB)	03 Nos.
8.	Pen Drive (64GB)	10 Nos.
9.	Web Cam	05 Nos.

SEAL & SIGNATURE OF THE BIDDERS



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Annexure – 2

FINANCIAL BID

Sr. No.	Particulars	Quantity	Rate	Amount	Taxes, if any	Total Amount (Rs.) all inclusive
1.	HP 78A Cartridge	04 Nos.				
2.	CC388A Cartridge	10 Nos.				
3.	CE505A Cartridge	02 Nos.				
4.	HP137A Cartridge	02 Nos.				
5.	A/4 size photocopier paper	02 Box				
6.	External HDD (1TB)	07 Nos.				
7.	Pen Drive OTG (64GB)	03 Nos.				
8.	Pen Drive (64GB)	10 Nos.				
9.	Web Cam	05 Nos.				

(Rupees.....only)

SEAL & SIGNATURE OF THE BIDDER