O.T. No.251/2019-20/STORE **Dated 13.02.2020**

Last date: 28.02.2020 at 1.00 P.M.

Sealed tenders **(Single Bid)** are invited from the Manufacturers/Authorized Supplier/Dealer for procurement of the following **Reference Management Software**.

S. N.	Name of the Reference Management Software	Qty.	Amount of EMD (₹)
1.	EndNote X9	20 user license	5000.00

Tender documents along with EMD amount should be submitted in sealed cover superscribing the **Tender Number, Name of the item** which should reach **the Director, National Rice Research Institute, Cuttack-753006(Odisha)** on or before **28.02.2020** up to **1.00 p.m.** The tender will be opened on **28.02.2020** at **3.30 p.m.**

If the office remains closed on the last date of receipt of tender as specified above for any reason, the immediate next working day will be treated as the last date for receipt and opening of tender.

The Director, NRRI, Cuttack reserves the right to reject any or all of the tender documents without assigning any reason thereof.

DIRECTOR

TERMS AND CONDITIONS.

1. The detailed tender/quotation containing make, model with other technical specifications and price in the attached Price Schedule format should reach this office by **1.00 p.m.** on **28.02.2020**. The envelope containing the quotation should be superscribed as "**TENDER FOR SUPPLY OF ……… (Name of the Item), O.T. No.251/2019-20/Store**". Quotations received without this superscription will have the risk of not being considered. The quotations received within stipulated period will be opened on **28.02.2020** at **3.30 p.m**. Quotations received after the prescribed date and time will not be considered at all.

2. Earnest Money Deposit as specified only against the items towards bid security will have to be deposited in the form of **Demand Draft/Fixed Deposit Receipt/Banker's Cheque** in favour of **Director, NRRI, Cuttack** payable at **Cuttack-4** along with the quotation. Other modes of payment of EMD will not be accepted.

3. **Since this purchase being for research purpose, this institute is registered under DSIR, New Delhi, it is therefore exempted from the payment of custom duty/GST up to the limit of exemption as per Govt. Rules. The bidder should quote accordingly.**

4. The tenderer should mention standard terms & conditions such as validity of rate, term of delivery, delivery period, period of warranty etc. in the tender.

5. The rates so quoted should be on FOR destination for ICAR-NRRI, Cuttack-753006.

6. The details of the reference management software should support its Product Catalogue with reference to specific brand.

7. If taxes, duties or any other charges like installation, demonstration etc. over and above the rate quoted are payable by the purchaser, actual / percentages of such taxes / duties or charges should be separately and clearly indicated, which will be taken into account in calculating the total cost.

8. In case the tenderer is not a manufacturer, an authorization certificate from the original manufacturer must be attached.

9. Payment will be made by e-transfer after completion of supply and satisfactory installation for which the concerned firm has to provide Bank details. Quotation insisting any other mode of payment including advance payment is not acceptable.

10. The successful tenderer will have to deposit performance security amount at the rate of **5%** (five percent) of the **value of contract** in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial Bank or Bank Guarantee from a Commercial Bank in an acceptable form in favour of **The Director, NRRI, Cuttack-6** in case the contract value is more than ₹ **1,00,000.00.** The Performance Security shall have to be furnished before release of payment and should remain valid for a period of 60 days beyond the date of completion of all contractual obligation of the supplier including warranty obligation. The EMD deposited along with tender will be refunded on receipt of performance security. No request for transfer of any other previous deposit of earnest money/security money will be entertained. The earnest money / security money should not, on any account, fall short.

11. Bid securities of the unsuccessful bidders will be returned within 30 days after award of the contract.

12. Enquiries regarding rate will be treated to be a disqualification for consideration of the quotation.

13. While submitting tender, tenderers should clearly indicate no. of pages of schedule, literature, diagram, papers etc. attached with the tender. Incomplete quotation is liable to be rejected.

14. Tenderer should provide the copies of PAN & GSTN along with tender. In absence of these details the tender shall not be considered at all.

15. Quotations not complying with the above conditions are liable to be rejected. Overwriting in tender papers/rates will have the risk of cancellation. **Only typed/ computer printed quotations will be accepted**.

16. All disputes including court proceedings shall be settled within the Cuttack jurisdiction only.

17. The Director, NRRI, Cuttack reserves the right to cancel any one or all the tenders without assigning any reason thereof.

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FORMAT OF PRICE SCHEDULE

(To be provided in the Letter Head of the Firm)

Sl. No.	Description of Goods (Make / Model etc.)	Detailed Specifications	Qty.	Unit Rate (Rs.)	Total Amount	
					Rs.	P.
				G.S.T.		
				Grand Total		

Total Amount in Words (Rupees…………………………………………………………………………….)

Standard Terms & Conditions

1. Validity of Rate :
2. Delivery Period :
3. Warranty Period :

DECLARATION

We agree to supply the above good(s) in accordance with the technical specifications on FOR Destination at ICAR-NRRI, Cuttack-6 (Odisha) within the delivery period specified in the Quotation.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Signature of Supplier with Seal