

**Government of India**  
**Ministry of Agriculture & Farmers Welfare**  
**Department of Animal Husbandry Dairying and Fisheries**  
**CENTRAL POULTRY DEVELOPMENT ORGANIZATION (NORTHERN REGION)**  
**CHANDIGARH - 160 002**

File No. 101-2/2015-M&E/

Dated: 24<sup>th</sup> September, 2015

**TENDER / QUOTATION NOTICE**

**INVITATION OF TENDER / QUOTATION AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING SUPPLY OF FULLY AUTOMATIC COMPOSTING MACHINE (MICRO-ORGANISMS BASED) AT CPDO (NR), CHANDIGARH-160002**

- A. Last date for the submission of tender/ Quotation 15.10.2015 1.00 P.M.  
B. Date of opening of Tenders/ Quotations 15.10.2015 3.00 P.M.  
C. Place of opening of tender/ Quotation is Conference Hall, CPDO (NR), Chandigarh - 2  
D. Tender /Quotation to remain open for acceptance up to 31.3.2016 from the date of opening  
E. The tender/Quotation documents along with detailed scope of work and other relevant documents forms the part of tender/quotation are available at our website [www.cpdonrhd.gov.in](http://www.cpdonrhd.gov.in) and [www.cppp.nic.in](http://www.cppp.nic.in), which may be downloaded and submitted to this office.

**NOTE:**

1. The Director, Central Poultry Development Organization (NR), Chandigarh may at his discretion, extends this date by a fortnight and such extension shall be binding on Tenderers /Bidders.
2. If the date to which the tenders/Quotations are open for acceptance is declared to be a holiday, the Tenders/Bidders shall be deemed to remain open for acceptance till the next working day.
3. All communications must be addressed to Director, Central Poultry Development Organization (NR), Industrial Area, Phase -I, Chandigarh - 160002. (Tel.No. 0172-2655391)

**Director**  
**CPDO (NR), Chandigarh**

**Government of India**  
**Ministry of Agriculture & Farmers Welfare**  
**Department of Animal Husbandry Dairying and Fisheries**

**Central Poultry Development Organization (NR),**  
**Industrial Area, Phase-I, Chandigarh-160002.**  
**Phone No. 0172-2655391 Fax: 0172-2655460**  
**E-mail: cpdonr-chd@nic.in**

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**TERMS AND CONDITIONS TO BIDDER**

Sealed tenders/Quotations are hereby invited on behalf of the President of India, Ministry of Agriculture & Farmers Welfare, Deptt. of Animal Husbandry, Dairying & Fisheries from reputed and eligible suppliers for supply of fully automatic composting machine (micro-organisms based) at CPDO (NR), Chandigarh-160002. The terms and conditions of the contract which will govern the contract made are those contained in the General terms and conditions applicable to the contracts are detailed in the tender/Quotation form and its schedules. Please submit your rates in the tenders/Quotation form if you are in a position to furnish the requisite services/supply the materials in accordance with the requirements stated in the attached schedules.

2. The tender/Quotation documents can be downloaded from our website [www.cpdonrhd.gov.in](http://www.cpdonrhd.gov.in) and [www.cppp.nic.in](http://www.cppp.nic.in). Tender documents are not transferrable. The Director, CPDO (NR), Chandigarh-2 will not be held responsible for any kind of postal delay or delay in delivery of the documents/or non-receipt of the documents (if any).
3. **Last date and time for depositing the Bids:**  
The last date and time for depositing the bids is 15.10.2015, 1.00 PM. The sealed Bid should be deposited /reach by the due date and time. The responsibility to ensure this lies with the Bidder.
4. **Manner of depositing the Bids:**  
Sealed Bids should be either dropped in the Tender Box marked as No. and Date of Opening or sent by registered post at the address given above so as to reach by the due date and time, not later than time 1.00 p.m. dated 15.10.2015.
5. **Location of the Tender Box:**  
Tender box will kept at Administrative block (Near Office Superintendent room), Central Poultry Development Organization (NR) Chandigarh. Only those Bids that are found in the tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid.
6. **Late Tenders:**
7. Late tenders will not be considered. No responsibility will be taken for postal delay or non-delivery/non-receipt of Bid documents. Bids sent by FAX or e-mail will not be considered (unless they have been specifically called for by these modes due to urgency). Any tender(s) / Quotation(s) received by the Director, Central Poultry Development Organization (NR), Industrial Area, Phase-I, Chandigarh-160002 after the deadline for submission of tender will be rejected and returned unopened to the tenderer/ Bidders.
8. **Time, date and place for opening of the Tenders:**  
The tender/Quotation will be opened on 15.10.2015 at 3.00 p.m. at the Conference hall of the Director, Central Poultry Development Organization (NR), Industrial Area, Phase-I, Chandigarh-160002. In the event of any kind of holiday falls on the specified dates, the proceedings will take place on the next working day, at the same time & venue or any other day/time as intimated by the Director, CPDO (NR). Tenderer/Bidder is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders. The name and address of the representative who would be attending the opening of the tenders/Quotations on tenderer's behalf should be indicated in the tenders. Name and address of permanent representative of the tenderer/Bidder if any, may also be indicated. Rates and important technical/financial clauses quoted by all Bidders will be read out in the presence of the

representatives of all the Bidders. This event will not be postponed due to non-presence of your representative.

9. **Bid System:**

In case of the one-bid system, cover should be sealed and should be subscribed "SUPPLY OF FULLY AUTOMATIC COMPOSTING MACHINE (MICRO-ORGANIZMS BASED) AT CPDO (NR), CHANDIGARH-160002'.

10. **Clarification regarding contents of the Tender:**

A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 7 (seven) days prior to the date of opening of the Bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.

11. **Modification and Withdrawal of Tenders:**

A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in bidder's forfeiture of bid security.

12. **Clarification regarding contents of the Bids:**

During evaluation and comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.

13. **Rejection of Bids:**

Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection. Conditional tenders/Quotations will be rejected.

14. **Unwillingness to quote:** Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder may be delisted for the given range of items as mentioned in this Tender document.

15. **Period of validity of Tenders:**

Tenders should remain valid till 31.3.2016 from the last date of submission of the Tenders. A tender valid for a shorter period shall be rejected by the Director, CPDO (NR), Chandigarh-2 as non-responsive.

17. **Work completion/Supply period:**

The works to be completed or supply the materials within one month from the issue of purchase/supply order from this office.

18. **Quotation of rate:**

- a. The rate should be quoted keeping in view all expenses like material cost, transportation cost, installation cost, all taxes (sale tax, service tax, VAT) and other levies applicable etc.
- b. The rates quoted for supply & installation of materials in tender/Quotation be given both in words and figures failing which the same is liable to be rejected. Overwriting/erasing in rates to be quoted by the tenderer/Bidder will not be allowed otherwise the tenders may be rejected.
- c. The rates quoted shall remain valid upto 31.3.2016 and no enhancement whatsoever shall be claimed by the tenderer/Bidder.

10. **Evaluation of financial Bid:**

- a. Tender will be finalized based on the lowest among all offers complying with all statutory provisions, requirements and tender conditions.
- b. The supply order shall ordinarily be awarded to the lowest evaluated bidder and whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily.
- c. The Director, CPDO (NR), Chandigarh-2 is not bound to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in whole or in part. You are

however at liberty to Tenders for the whole or any portion or to state in the tenders that the rates quoted shall apply only if the tenders are considered fully. Other conditional Tenders will not be accepted.

**11. Notification of Award:**

- a. Acceptance both provisional and final regarding the supply of materials will be by the Director, CPDO (NR), Chandigarh-2.
- b. Prior to the expiration of the period of tender validity, the Director CPDO (NR), Chandigarh will notify the successful tenderer/Bidder in writing by FAX/Telegram or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX/Telegram etc, should be acted upon immediately.
- c. The notification of award will constitute the formation of the contract.
- d. If tenderer does not accept the offer, after issue of letter of award by the Director, CPDO (NR), Chandigarh-2 within 10 days, the offer made shall be deemed to be withdrawn without any notice & earnest money will be forfeited.

**13. Submission of Tender/Quotation:**

The Schedules of the tender/Quotation form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional pages must be numbered consecutively and be signed in full by the tenderer/Bidder. In such cases reference to the additional pages must be made in the tender form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the tender.

**14. Payment:**

The payment will be made after completion of installation and demonstrate the working condition of machines/equipments/materials. No advance payment will be made for supply of materials/machines/equipments.

Work completion certificate(s) from authorized representative of the Director, CPDO (NR) for successful completion of work to claim periodic payment.

**15. Resolution of Disputes - Arbitration:**

Decision of Director, CPDO (NR), Chandigarh shall be final for any aspect of the Tender/Tender process and binding to all parties

**Director  
CPDO (NR), Chandigarh**

**SUPPLY OF FULLY AUTOMATIC COMPOSTING MACHINE  
(MICRO-ORGANIZMS BASED) AT CPDO (NR), CHANDIGARH-160002'.**

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Full Name & Address of the Tenderer/Bidder in addition to Post Box No., if any, should be quoted in all communications to this office.

Telephone No. Telegraphic Address/FAX/Mobile No.:

E-Mail address

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From

To

The Director,  
CPDO (NR), Chandigarh -160002

I / We have read all the particulars regarding the General information and other terms and conditions of the contract for 'SUPPLY OF FULLY AUTOMATIC COMPOSTING MACHINE (MICRO-ORGANIZMS BASED) AT CPDO (NR), CHANDIGARH-160002' and agree to provide the services/materials as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in Schedule-I to this Tender/Quotation document and I/we agree to hold this offer open upto 31.3.2016. The rates quoted will be valid upto 31.3.2016 in the event of award of the Contract. I/We shall be bound by a communication acceptance dispatched within the prescribed time.

2. I / We have understood these terms and conditions for the contract for supply of materials and shall provide the best services/materials strictly in accordance with these requirements.
3. The following pages have been added to and form a part of this Tender/Quotation \_\_\_\_\_. The Schedules-I & II to accompany this Tender/Quotation are at pages \_\_\_\_\_.
4. Every page so attached with this Tender/Quotation bears my signature and the office seal.

Yours faithfully

Dated:

Signature & Seal of the Tenderer (s)/Bidder(s)

Place:

Address:

Telephone No.

Office:

Resi.:

Mobile:

Witness:

Address:

Occupation:

Signature of witness to contractor's

signature Address :

Name & Signature of Witness :

Address:

## **SCHEDULE-I**

### **SCHEDULE OF REQUIREMENTS AND SPECIFICATION (TECHNICAL DETAILS) FOR SUPPLY OF FULLY AUTOMATIC COMPOSTING MACHINE (MICRO-ORGANIZMS BASED) AT CPDO (NR), CHANDIGARH-160002'.**

Tenderers/Bidders are advised to study carefully the various clauses contained in the Terms and Conditions before submitting their bids. All the information as required in the tender/Quotation document should be filled up in the relevant part and no column should be left unfilled. An incomplete tender document submitted without the earnest money deposit will be summarily rejected.

#### **Technical specification of Fully Automatic composting Machine (Micro-organisms based) :**

1. The composting machine should work in principle of Reduction, Recycling and Reuse
2. Fully automatic & convert waste into compost within 24 hours
3. Covert the egg shell & poultry manure into compost with micro-organisms
4. Body of the machine should made up of high quality stainless steel with automatic control panel

Other specification:

- i. Fully automatic, insulated, Stainless Steel body and size of maximum 10' × 10'
- ii. PLC based Control system
- iii. Stainless steel heating element
- iv. SS high quality spiral shaft
- v. Easy to handle and heavy Duty caster wheels for movements
- vi. Micro-organisms digestion based mechanism of compost
- vii. Composting period – 24hours
- viii. Per day input capacity 25 kg
- ix. Per day output required 3-5 kg

**PRICE BID**

To  
The Director,  
Central Poultry Development Organization (NR),  
Industrial Area, Phase -I, Chandigarh - 02  
Sir,

I/We wish to submit our Tender/Quotation for SUPPLY OF FULLY AUTOMATIC COMPOSTING MACHINE (MICRO-ORGANISMS BASED) AT CPDO (NR), CHANDIGARH-160002' on the following rate.

No.	Particulars	Lump sum Rates for <b>one-</b> fully automatic composting machine
1.	Consolidated rate offered for <b>supply &amp; installation of one-fully automatic composting machine (micro-organisms based) at CPDO (NR), Chandigarh-160002'</b> as per the Schedule-I in accordance with high standard of allied services as per terms & conditions specified in the tender/Quotation documents including cost of material, services charges, statutory liabilities (specially covered all acts, VAT & taxes etc.) other levies applicable.	<hr/> <p>(Rupees in figure)</p> <hr/> <p>(Rupees in word)</p>

I/We have carefully read the terms and conditions of the Tender/Quotation and are agreed to abide by these in letter and spirit.

**Note:-**

- i. The supply & installation of materials F.O.R. at Central Poultry Development Organization (NR), Chandigarh-2.
- ii. The rates quoted for supply & installation of fully automatic composting Machine in tender/Quotation be given both in words and figures failing which the same is liable to be rejected. Overwriting/erasing in rates to be quoted by the tenderer/Bidder will not be allowed otherwise the tenders may be rejected.
- iii. The tender will remain open for acceptance up to 31.3.2016 from the date of opening of bid.
- iv. The rates quoted above shall remain valid upto 31.3.2016 and no enhancement whatsoever shall be claimed by the tenderer/Bidder.
- v. Guarantee period of minimum one year should be mentioned.

Date:  
Place:

Signature \_\_\_\_\_  
Name & Address of the Firm \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Mobile No. \_\_\_\_\_