

**OFFICE OF THE GENERAL MANAGER, DISTRICT INDUSTRIES  
CENTRE, KEONJHAR**

**Terms of Reference (TOR)**

**For**

**Selection of suppliers for  
Apis Cerana live Bee colonies**

**Cost of the Tender Rs.10,000/**

<b>Date of Tender Issue</b>	<b>:</b>	<b>31.12.2020</b>
<b>Last date of Tender submission</b>	<b>:</b>	<b>20.01.2021 (5.00PM)</b>
<b>Opening of Technical Bids</b>	<b>:</b>	<b>21.01.2021 (11.30AM)</b>
<b>Opening of Financial Bids</b>	<b>:</b>	<b>After Evaluation of Technical Bid, Financial Bid will be opened.</b>

## 1. INVITATION TO TENDER

- 1.1 **The General Manager, DIC, Keonjhar** invites bids from eligible suppliers for supply of live *Apis cerana bee* colonies with respective hive stands for a period of two years as per the Specifications stated in the tender document.
- 1.2. This is a fixed price contract and therefore, price quotation shall include inter-alia direct and indirect wages, overheads, cost of transport, and cost of materials, GST, etc., **FOR at Destination.** (List of tentative destinations and actual Block / village wise destination shall be given at the time of placing the order).
- 1.3. **The General Manager, DIC, Keonjhar** maintains very strict Quality Standards and service standards which the supplying party is deemed to be aware of and by submitting a tender, deemed to have declared their willingness to abide by **BIS**. Standards as detailed.
- 1.4. **The General Manager, DIC, Keonjhar does not bind itself to grant the "Contract" to the lowest or any tenderer / Bidder, and is not obliged to acquaint any of the Bidders with reason(s) for refusal to award the tender to them.**
- 1.5. The cost of the tender documents of **Rs. 10,000/- (Rupees Ten Thousand)** only may be paid along with the submission of the bid by way of bankers cheque/NEFT /RTGs/DD drawn in favour of the General Manager, DIC, Keonjhar. as per the Bank details mentioned here below.
  - 1.5.1. Name of the Bank : State Bank of India
  - 1.5.2. Branch : Keonjhar
  - 1.5.3. Account No. : 11382661883
  - 1.5.4. IFSC Code : SBIN0000113
- 1.6 The duly completed Tender Document should reach the General Manager, DIC, Keonjhar on or before **20.01.2021 BY 5.00 PM.**
- 1.7. The tender document can be obtained from office mentioned above and/or may be downloaded from NIC web site [www.kendujhar.nic.in](http://www.kendujhar.nic.in)
- 1.8. Technical Bid and Financial bid should be submitted in two separate envelopes super scribed "**Technical Bid**" and "**Financial Bid**" respectively indicating the subject namely "supply of Bee hives and Bee colonies with accessories on each envelop. The Technical Bid would be opened first. The Financial Bid (to **be provided in a separate sealed cover**) would be opened only in the case of those Tenderers /bidders who qualify the technical evaluation and meet the requisite parameters laid down by

the General Manager, DIC, Keonjhar

1.9. The bidder also should provide sample bee box; hive stands; tools of *Apis cerana to* respective ..... while getting Purchase Order. This supplied sample box shall be adjusted/ counted against the supply lot. **(Not Applicable)**

1.10. Addressed to contact:

The General Manager, District Industries Centre, Keonjhar, At/PO-Keonjhar, Dist.-  
Keonjhar Odisha, PIN-758001

1.11. Tenders will be **opened on 21.01.2021 at 11.30 AM** before the Purchase Committee and any interested bidder may attend the bid opening.

## 2 SCOPE OF WORK

**2.1 Service:** Manufacture & Supply of bee Colonoes and equipment and other items as specified in the description of items listed at **Section-III form 5 (B)** .

**2.2 Period of Contract:** Under normal circumstances the contract shall be valid for a period of one year from the date of issue of work order. However contract may be renewed for further period upon mutual consent of both the parties on existing terms and conditions. It will **the General Manager, DIC, Keonjhar** to extend it or not.

**2.3 Quantity:** Estimated quantity of items required is about 12,500 in the Description of Items, however it should be clearly noted that the **General Manager, DIC, Keonjhar** shall place the order only as per the actual requirements from time to time. The details mentioned at **Form 5 (B)**.

**2.4 Supply Requirements:** The supply of items shall be made at various locations in the District within **two months (60 days)** from date of purchase order.

## 2.5 QUANTITY

**2.5.1** ..... to ..... numbers of *Apis cerana Bee Box* with stands –**Not Applicable**

**2.5.2** 12,500 to 13,000. numbers of *Apis cerana bee colonies*

**2.5.3.** ..... to ..... numbers each of *smokers; extractor* – **Not Applicable**

## 2.5.6 AND THE TERMS OF REFERENCE

### SECTION- I

## 3. INSTRUCTIONS TO BIDDERS

### 3.1.1 MINIMUM ELIGIBILITY CONDITIONS

**3.1.2** Bidders should be a-

**3.1.2.1** Registered company/firm / NGO/ Cooperative Society of **State & other State** engaged in maintaining bee colonies (Apiaries) and bee equipment, having capacity to supply items as detailed in the above mentioned at "**Scope of Work**" to different locations in the District within **two months** from date of placing Purchase order. (Copy of Registration certificate as per existing norms, indicating legal status may be enclosed)

**3.1.2.2** Having minimum ..... years of experience in manufacturing of ..... to ..... bee boxes and equipments. **Not Applicable**

**Or**

Having 3 years experience in owning and maintaining 12,500 to 13,000 bee colony apiaries.

**Or**

**3.1.2.3** Bidder should supply Bee colonies to FOR Destinations in the different Block in due consent of the respective BDOs of Keonjhar (Odisha) to the actual required destinations.

**3.1.2.5** Have been registered with GST. (Copy of registration certificate to be enclosed).

**3.1.2.6** Have PAN allotted to bidder by IT Department (Copy of PAN card to be enclosed)

**3.1.2.7** Certificate of declaration (Form 8) (**Not Applicable**)

**3.1.2.9** The bidder should submit client certificate in support of such completed works. Besides, the bidder should have other required details of having minimum infrastructure facility, machineries, technically competent manpower etc.

**3.1.2.10 Financial Turnover:** Minimum average annual turnover of the bidder during last three years ending 31st March of the previous financial year should be at least **Rs 2.5 crores**.

**3.2 COST OF BIDDING:** The bidders shall bear all costs associated with the preparation and submission of the bid. **The General Manager, DIC, Keonjhar** in no case will be responsible for these costs regardless of the conduct or outcome of the bidding process.

**3.3 BID DOCUMENT**

**A. Bid document includes**

Bid Form/EMD form – Form 1

Letter of authorization for attending bid opening - Form 2

Certificate for Non-Participation of near relative - Form 3

Agency details - Form 4

Performance security guarantee bond - Form 6

Specimen agreement- Form 7

Last three years balance sheets

Cost of the tender documents of **Rs. 10,000/-**

**B.** The bidder is expected to examine all instructions, forms, terms and specifications in the Bid Document. Failure to furnish all the information

required as per Bid Document or submission of the bids not substantially responsive to the Bid Document in every respect will be at the bidder's risk and may result in rejection of the Bid.

C. A prospective bidder requiring any clarification on the Bid document shall notify **the General Manager, DIC, Keonjhar** by mail at email. **dickjr@nic.in**

Any clarification issued by **Authority** in response to query raised by prospective bidders shall form an integral part of bid documents and it may amount to an amendment of relevant clauses of the bid document.

E. The prospective bidder should keep their offers valid up to 60 days from the date of tender opening.

#### 3.4. AMENDMENT TO BID DOCUMENT

A. At any time, prior to the date of submission of bid, **the General Manager, DIC, Keonjhar** may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid document by amendments.

B. The amendments will be updated on **NIC** website and local news paper.

#### 3.5. DOCUMENTS COMPRISING THE BID:

The bid prepared by the bidder shall comprise the following components:

**3.5.1** Documentary evidence in accordance with clause 3.1.1 to establish that the bidder is eligible to bid and is qualified to perform the contract if bid is accepted.

**3.5.2** Cost of the tender **Rs. 10,000/-** in favor of the General Manager, DIC, Keonjhar as mentioned at point No. 1.5 above.

**3.5.3** EMD furnished in accordance with clause 3.8 of Section I.

**3.5.4** Completed in accordance with clause 3.6 as per Section I.

**3.5.5** Letter of Authorization for attending Bid opening (Form -2) as per Section III.

**3.5.6** Non-participation of any close relative (Form-3) as per Section III.

**3.5.7** Agency details as per Form-4 as per Section III

**3.5.8** Certificate of declaration (Form 8) (**Not Applicable**)

**3.5.9** Copy of Partnership Deed or proprietorship deed or Articles/Memorandum of Association as the case may be.

**3.6 BID FORM:** The bidder shall complete the Bid Form as per **Form-1 of Section III** in the bid document covering the items to be supplied.

#### 3.7 PRICE BID.

A. The supply of the items shall strictly be as per the requirement and specifications.

- B.** Prices will be fixed and inclusive of taxes and statutory duties applicable, packing, forwarding, freight, insurance and other charges as applicable.
- C.** The rates quoted by the selected firm and approved shall remain valid throughout the period of contract and requests to increase the rates for any item(s) during the currency of the contract shall not be considered.
- D.** The prices charged for the items supplied under the contract shall in no event exceed the lowest price at which the contractor sells the items or offer to sell items of identical description to any department of the description to any persons /organizations including the purchaser or any department of the central government or any department of a state government or any statutory undertaking of the central or a state government, as the case may be, during the period till performance of all supply orders is completed.
- E.** Prices charged by the bidder for supply / goods delivered under the contract shall not be higher than the prices quoted by the bidder in his bid.

**3.8 EARNEST MONEY DEPOSIT (EMD):**

- A.** The bidder shall furnish, as part of the bid, as **EMD of Rs. 4,00,000/- ( Rupees four Lakh)Only** by Banker's Cheque/ NEFT /RTGS/DD drawn in favor of **the General Manager, DIC, Keonjhar** The Bank details as mentioned below.
  - i. Name of the Bank : State Bank of India
  - ii. Branch : Keonjhar
  - iii. Account No. : 11382661883
  - iv. IFSC Code : SBIN0000113
- B.** or Bank Guarantee to the said amount in favor of **the General Manager, DIC, Keonjhar**
- C.** A bid not secured in accordance with clause 3.8. (A) Shall be rejected by **the General Manager, DIC, Keonjhar** as non-responsive at the bid opening stage.
- D.** The bid security of the unsuccessful bidder will be discharged /returned at the earliest after completion of the tender process.
- E.** The successful bidder's bid security will be given back upon the bidder's acceptance of the Letter of Intent satisfactorily and furnishing the performance security.
- F.** The bid security may be forfeited:
  - i. If the bidder withdraws his bid during the period of bid validity specified by the bidder in the Bid form;
  - ii. **In** the case of successful bidder, if the bidder fails to sign the contract in accordance with clause 3.1 under Section I: or Fails to furnish performance

security in accordance with clause 4.2 of "General Conditions" under Section II or Fails or refuses to honor his own quoted price for any of the items or part thereof during the entire period of contract.

iii. **In** both the above cases bidder will not be eligible to participate in the tender for one year from the date of issue of Letter of intent. The bidder will not approach the court against the decision of **the General Manager, DIC, Keonjhar** in this regard.

**3.9 FORMAT AND SIGNING OF BID:** The original bid shall be signed (**full signature**) by the bidder or a person duly authorized on each page to bind the bidder for the contract. The letter of authorization shall be indicated by written Power of Attorney accompanying the Bid. The over writing/ erasures in the bid made by the bidder shall be signed by the person signing the bid. Unsigned over writing/ erasures shall not be considered.

**3.10 SUBMISSION OF BIDS**

- A. Bids must be submitted both "**Technical Bid**" and "**Financial Bid**" as **recommended in the portal**. The technical bid shall not indicate any financial quotes of the proposed products.
- B. Technical Bid should contain duly filled cost of tender, Bid form/EMD form along with demand draft of **Rs10,000/** (Section-III, Form-I], Letter of Authorization for attending Bid opening (section-III, Form -2), Certificate for non-participation of near relative (Section- III, Form-3), Agency Details (Section-III, Form-4) and Documents establishing bidder's eligibility (Section-I, Clause-3.1).
- C. The bidder also should provide sample bee box; smoker honey extractor of *Apis Cerana* to ..... while getting Purchase Order. This supplied sample box shall be adjusted/ counted against the supply lot. (**Not Applicable**)
- D. Financial Bid quotes only in BoQ (Bill of Quantity) format only.

**3.11 BID OPENING**

- A. **the General Manager, DIC, Keonjhar** shall open bids in the presence of Committee. The bidders or their authorized representative who wish to be present at the time of opening of bids on due date may authorize a person with letter to this effect shall be submitted by the bidder before they are allowed to participate in bid opening (Format is given in Section-III, Form No.2).
- B. If the Technical Bid is found complete in all respect, then only Financial Bid will be opened, otherwise the financial bid will not be opened.

**3.12 EVALUATION & AWARD OF CONTRACT**

- A. Contract shall be awarded to the firm(s) offering the lowest price that includes lowest price of bee colony and hive tools. However, if prices for each and every item are not quoted, net- bundled price offered shall not be accepted.
- B. **The General Manager, DIC, Keonjhar** will award the contract to the tenderer(s) whose tender has been determined to be substantially responsive and who has offered the lowest evaluated tender price as per item list.
- C. Notwithstanding the above, the **General Manager, DIC, Keonjhar**, reserves the right to seek previous work orders, references etc. and to accept or reject any

quotations and to cancel the process and reject all tenders at any time prior to award of contract.

D. The tenderer(s) whose rate is accepted will be notified for the award of contract by the institute/Office prior to expiration of the tender validity period. The terms and conditions stipulated in the tender document shall be fully applicable to the resultant contract and taken as an integral part of the contract concluded on the basis of this tender enquiry.

E. **The General Manager, DIC, Keonjhar** reserve the right to conclude parallel rate contracts with number of suppliers and place orders on any or such firms that may be the most economical to it or suitable to its requirements.

**3.13 PURCHASER'S RIGHT TO VARY QUANTITIES:** Quantities given in the financial bid is approximate. It is likely to vary.

**3.14 ANNULMENT OF AWARD:** Failure of the successful bidder to comply with the requirement of clause 3.15 of Section-I shall constitute sufficient ground for the annulment of the award and forfeiture of the EMD in which event **supply order** may award to any other bidder at the discretion of **the General Manager, DIC, Keonjhar** or call for new bids.

**3.15 PERIOD OF VALIDITY OF BIDS**

A. The bid shall remain valid till completion of all contractual obligations.

**3.16 DELIVERY:** The delivery of Bee colonies shall be made by the bidder in accordance with the terms specified by **the General Manager, DIC, Keonjhar** (as per Form No 5 (B)) in the conditions of contract, should be made within Two months from the date of issue of Purchase Order. The supplier shall warrant that the bee colonies to be supplied be in full conformity with specifications detailed at Form No 5 (B) FOR at destination.

**3.16.1** In case the delivered bee colonies are not as per specifications FOR at destination, the same will not be accepted. The selected bidder will have to replace the goods as per the actual specifications and requirement at their own cost to **the General Manager, DIC; Keonjhar** will not be responsible for any loss occurred for this to the Bidder.

**3.16.2 Packing & Marking:**

**3.16.2.1 Packing:** The beehive shall be supplied with bee colonies in complete form, properly assembled and protect from damage in transit and during storage.

**3.16.2.2 Marking:** The information shall be marked on each part such as, 1. Name of the part and its size (for example- Brood chamber, Type-C, bee space 10 MM; plus or minus 2MM) **the supplier and** Make sure that all frames are uniform so that it can fit in to all hives.

## SECTION- II

### 4. GENERAL TERMS AND CONDITIONS

**4.1. APPLICATION:** Submission of bid against this offer shall bind the bidder for the acceptance of all the conditions specified herein or unless otherwise agreed by **the General Manager, DIC, Keonjhar**.

### 4.2. PERFORMANCE SECURITY / BANK GUARANTEE

A. The successful bidder shall be required to deposit an amount equal to **5%** of the contract value within 15 days from the date of signing the agreement (Vide section III, Form 1).

B. Performance Security shall be submitted in the form of Demand draft or Bank Guarantee (Vide Section-III, Form-6) drawn in favor of **the General Manager, DIC, Keonjhar**.

C. Performance Security will be discharged after completion of contractors' performance obligations.

D. If the supplier fails or neglects any of his obligations under the contract it shall be lawful for **the General Manager, DIC, Keonjhar** to forfeit either whole or any part of performance security furnished by the bidder as penalty for such failure.

**4.3. EXECUTION TIME LIMIT:** The time period stipulated in the purchase order or letter of intent shall be deemed to be essence of the contract.

### 4.4. PAYMENT TERMS

A. The bill raised for the supply of Bee colonies on the basis of the accepted rates and terms & conditions will have to be submitted in favor of **the General Manager, DIC, Keonjhar**.

B. The bill raised by the firm should have all tax registration numbers printed on the bill. Validity of the tax registration during the currency period of contract shall be the sole responsibility of the firm.

C. Payment shall be made on receipt of goods as per specification against bill for the supply made after the Bee colonies and other items have been checked and accounted and there is no damage/shortage found.

D. The payment will be released through RTGS against bill.

E. Bills may be submitted within 30 days of supply to **the General Manager, DIC,**

## **Keonjhar.**

- F. Invoice may be raised on the name of the beneficiary by the bidder and the payment shall be made by **the General Manager, DIC, Keonjhar**
- G. No payment is admissible for goods rejected.
- H. Any other conditions **imposed by authority**

### **4.5. DELAY AND LIQUIDATED DAMAGES**

- A. If delivery is not made in given time and **the General Manager, DIC, Keonjhar.** is required to make purchase from outside at higher rates, the loss sustained will be deducted from the bill.
- B. Irrespective of the fact as to whether or not **the General Manager, DIC, Keonjhar** makes purchases from outside, the **supplier** may impose penalty of **0.5%** of value of order for every week's delay or part thereof for a period up to 10 (Ten) weeks and thereafter at the rate of **0.7%** of the value of the delayed supply for each week of delay or part thereof for another Ten weeks of delay in complying with the date of delivery of the items for delayed supply and/or undelivered material/supply on each such occasion/default.

This amount of liquidated damages shall be paid by bidder to **the General Manager, DIC, Keonjhar** from the bills of bidder.

- C. Quantum of liquidated damages assessed and levied by the **purchase committee** and decision of the **committee** thereon shall be final and binding on bidder provided further the same shall not be challenged by bidder either before Arbitration tribunal or before the Court. The same should stand specifically excluded from the purview of the arbitration clause, as such, the same shall not be preferable to arbitration.

### **4.6 TERMINATION OF CONTRACT:**

The **the General Manager, DIC, Keonjhar** may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the supplier, terminate this contract in whole or in part.

- A. If the agency/contractor fails to supply the items within the period (s) specified and agreed in the contract or any extension thereof granted by **the General Manager, DIC, Keonjhar.**
- B. If the agency fails to perform any other obligation(s) under the contract
- C. If the performance is found unsatisfactory due to the negligence of the agency/contractor, depending upon the severity of negligence, **the General Manager, DIC, Keonjhar** reserves the right to blacklist the agency/contractor

from further participation in any of ..... tenders/contracts. The decision of **the General Manager, DIC, Keonjhar** shall be final in this regard.

**4.7 TERMINATION FOR INSOLVENCY: the General Manager, DIC, Keonjhar** may also by giving written notice and without compensation to the agency terminate the contract if the contractor becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action

**4.8 FORCE MAJEURE:**

If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (Hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within **21 days** from the date of occurrence thereof, neither party shall by reason of such events be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such nonperformance or delay in performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist, and the decision of **the General Manager, DIC, Keonjhar** as to whether the supplies have been so resumed or not shall be final and conclusive.

Further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

**4.9 ARBITRATION:** The conflicts or disputes that may arise in relation to the subject, content, interpretation, implementation and enforcement of this agreement will be solved, firstly, by **The General Manager, DIC, Keonjhar & District Authority**, failing which, by arbitration. If it cannot be solved in a friendly manner, then it shall be submitted to the *Courts of law pertaining to Keonjhar jurisdiction*

**5. SPECIAL TERMS AND CONDITIONS OF THE CONTRACT**

5.1. The special conditions of contract shall supplement the "Instructions to the Bidders" as contained in Section I and General terms and conditions of the contract as contained in section II and wherever there is a conflict, the provisions herein shall prevail over those in section I and General terms and conditions of the contract.

5.2. In case the date fixed for opening of bids is subsequently declared as holiday by the

**Government/Authority** the revised schedule will be notified. However, in absence of such notification, the bids will be opened on next working day. Time and venue remaining unaltered.

- 5.3. **The General Manager, DIC, Keonjhar** reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contract entered into with .....
- 5.4. **The General Manager, DIC, Keonjhar** reserves the right to blacklist a bidder for a suitable period in case he fails to honor his bid without sufficient ground.
- 5.5. No sub-contracting is permissible.
- 5.6. Conditional bid will not be accepted.
- 5.7. **The General Manager, DIC, Keonjhar** reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the ground of purchaser action.
- 5.8. **The General Manager, DIC, Keonjhar** is not bound to accept the lowest tender or any tender or to assign any reason for rejecting any or all the tenders. It also reserves the right to accept/reject (part/whole) or any other tender(s) at their sole discretion without assigning any reason thereof. Its decision in the matter shall be final and binding.
- 5.9. The person signing the tender form or any document forming part of the contract on behalf of another or on behalf of a firm shall be responsible to produce a proper power of attorney duly executed in his favor, stating that he has the authority to bind such other person or the firm, as the case may be, in all matters pertaining to the contract including the arbitration clause.
- 5.10. If the item supplied by the bidder is not found satisfactory or not conforming to the specification, **the General Manager, DIC, Keonjhar** reserves the right at its discretion and without any claim for compensation to the contractor, either cancel the order altogether or modify the quantity ordered. In deserving cases firm may be black listed for failure to comply as per terms.
- 5.11. Prices shall remain fixed and valid during the period of contract
- 5.12. Quotations qualified by such vague and indefinite expressions such as subject to prior confirmation "subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly

**SECTION-III -FORM-I**

**BID FORM /EMD FORM**

TENDER NO.

Date.....

To,

**The .....**

.....

.....

.....

Dear

Sir

1. We, undersigned, offer to supply of Bee colonies and other items in conformity with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.
2. We undertake, to enter into agreement within one week of being called upon to do so and bear all expenses including charges for stamps etc. and agreement will be binding on us.
3. If our Bid is accepted, we will deposit an amount equal to 5% of the contract sum in the form of Demand draft or in the form of a bank guarantee for due performance of the Contract.
4. We agree to abide by this Bid for a period of 60 days from the date fixed for Bid opening and it shall remain binding upon us.
5. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement. Along with the bid, we have submitted EMD of Rs.....in the form of Demand draft in favor of ....., .....or Bank Guarantee

Dated this ..... Day of .....2020/21

Signature of

In capacity (Name & Designation) of

Duly authorized to sign the bid for and on behalf of ...

Witness .....

Address .....Signature

**SECTION-III- FORM-2**

**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING**

TENDER NO.

Date: .....

To  
**The** .....,  
.....

**Subject:-** Authorization for attending bid..... [date]  
opening on the Tender of.....

\*\*\*\*\*

**Sir,**

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf \_\_\_\_\_(Bidder) in order of preference of given below.

<b>Order of Preference</b>	<b>Name</b>	<b>Specimen Signatures</b>
Preference I:		
Preference II:		
Alternate Representative:		
Signatures of bidder:		
or Officer authorized to sign the bid documents on behalf of the bidder		

**Note:**

1. Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

**SECTION-III-FORM-3**

**CERTIFICATE FOR NON PARTICIPATION OF NEAR RELATIVE**

Certificate on Non Participation of near relatives in the tender called for engagement of Agency for supply of Bee colonies and accessories for ..... as required for Biding)

I the Son of \_\_\_\_\_/ W /O R/O here by certify that none of my relative(s) are employed in ..... unit as per details given in tender document. In case at any stage, it is found that the information given by me is false/ incorrect, ..... shall have the absolute right to take any action as deemed fit/ without any prior intimation to me.

Sign:

For and on behalf of the Bidder

Name : \_\_\_\_\_

Position : \_\_\_\_\_

Date : \_\_\_\_\_

## **AGENCY DETAILS**

(Including performance records, financial viability etc.)

Name of agency/company:

Owner's name/Director's name:

PAN number:

Income tax A/C No. & Amount of tax paid during last financial year (proof to be enclosed):

Tin number of the agency/company:

Address:

Telephone/Mobile Nos. :

Banker's name & address:

Experience (years) :

List of major clients (enclose copy of orders/contracts along with items, item details, performance report

Any other information/ documents which may help ..... in assessing bidder capabilities for award of contract

**SECTION-III-FROM-5(B)****(DESCRIPTION OF APIS CERANA LIVE BEE COLONIES)**

<b>Sl. No.</b>	<b>Product</b>	<b>Estimated Quantity</b>	<b>Specification</b>	<b>Other conditions</b>	<b>Remarks</b>
A.	Apis cerana colony	12,500	<ol style="list-style-type: none"><li>1. four disease free Apis Cerana bee frames</li><li>2. Two frames of brood</li><li>3. Two frames of honey and Pollen Store</li><li>4. Young and freshly mate queen not less than 3 months age.</li></ol>	<ol style="list-style-type: none"><li>1. The comb frames shall be disease free for two years</li><li>2. Colonies should be supplied with respective bee boxes.</li></ol>	
2.	Iron metal Hive tool	...			

**PERFORMANCE SECURITY GUARANTEE BOND**

1. In consideration of the ..... (hereinafter called ".....") having agreed to exempt (hereinafter called "the said contractor(s)") from the demand under the terms and conditions of an agreement/ Advance Purchase Order No..... dated..... made between ..... and ..... for the supply of ..... (hereinafter called " the said agreement") of performance security deposit for the due fulfillment by the said contractor (s) of the terms and conditions contained in the said Agreement, on production of the bank guarantee for we, (name of the bank) .....(hereinafter refer to as "the bank") at the request of (contractor(s)) do hereby undertake to pay to the ..... an amount not exceeding..... against any loss or damage caused to or suffered or would be caused to or suffered by ..... by reason of any breach by the said Contractor(s) of any of the terms or conditions contained in the said Agreement.
2. We(name of the bank)..... do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the ..... by reason of breach by the said contractor(s)" of any of the terms or conditions contained in the said Agreement or by reason of the contractors(s)" failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of ..... in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding.....
3. We undertake to pay to the ..... any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) /supplier(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the contractor(s)/supplier(s) shall have no claim against us for making such payment.

4. We (name of the bank) .....further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the ..... under or by virtue of the said Agreement have been fully paid and its claims.....satisfied or discharged or till .....(office/Department)..... certifies that the terms and conditions of the said Agreement have been fully or properly carried out by the said contractor(s) and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the expiry of ONE/TWO/TWO AND HALF /THREE YEARS (as specified in P.O) from the date hereof, we shall be discharged from all liabilities under this guarantee thereafter.
5. We (name of the bank) further agree with the ..... that the ..... shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the ..... against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of the ..... or any indulgence by the ..... to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s) / supplier(s).
7. We (name of the bank) lastly undertake not to revoke this guarantee during its currency except with the previous consent of the ..... in writing

Dated the \_\_\_\_\_ day of \_\_\_\_\_ for (indicate the name of bank)

## ADDITIONAL INFORMATION SHEET EVALUATION FORMAT

1	Name of the Supplier	
2	Full address:  Telephone/ Mobile no. E-mail address :	
3	GST Registration (Copy to be attached)	
4	PAN No. (Copy to be attached)	
5	Up to date GST Return (Copy to be attached)	
6	Certificate of Dealership (Copy to be attached)	
7	EMD	
8	Letter of Authorization	
9	Three years Balance Sheet	
10	Cost of tender Paper	

I do hereby certify that the above mentioned particulars are true and correct.

***Full Signature of the Bidder with seal***

Date :

### **DECLARATION**

It is hereby declared that I / we the undersigned, have read and examined all the terms and conditions of the Bid document for which I / we have signed and submitted the bid under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the Bid document are fully acceptable to me / us and I / we will abide by the terms and conditions laid in the document. This is also certified that our principal manufacturing firm has no objection in signing the purchase contract if the opportunity for the supply of the items against this quotation is given to me / us.

***Full Signature of the Bidder with seal***

Date :

## QUOTATION FORMAT

**(to be filled in by the bidder without any overwriting)**

I/ We do hereby submit item wise bidding amount below. ( for 12,500/)

Sl.	Description of Goods	Specifications of Goods	Other Conditions	Rate	Amout
1	Apis cerana colony	1 four disease free Apis Cerena bee frames 2 Two frames of brood 3 Two frames of honey and Pollen Store 4 Young and freshly mate queen not less than 3 months age.	1 The comb frames shall be disease free for two years 2 Colonies should be supplied with respective bee boxes.		
2					
Total Price Rs					
<b>Rupees (in words).....</b>					
<b>Full Signature of the Bidder with seal</b> Date :					