ICAR - NATIONAL RICE RESEARCH INSTITUTE

CUTTACK – 753 006 (ODISHA)

Department of Agricultural Research and Education (DARE),

Phone(PABX): 0671-2367768-783/FAX: (0671)2367663/2367759

E-mail: crrictc@nic.in

URL: http://www.icar-nrri.in

BID DOCUMENT

NAME OF WORK: Procurement of Gel Electrophoresis Unit with Power for RRLRRS, Gerua, Kamrup, Assam.

Tender Enquiry No: 77/Store/Eqp/NRRI/2018-19

Tender published at Website:

https://eprocure.gov.in

http://icar-nrri.in

CPPP Helpline No: 1800-3070-2232, 0120-4200462

0120- 4001002

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NRRI E-Tender

Tender Enquiry No: 77/Store/Eqp/NRRI/2018-19

Electronic bids are invited through website https://eprocure.gov.in under two bid systems from eligible domestic bidders registered in India i.e. Original Equipment Manufacturers / Authorized Dealers / Authorized Distributors / Suppliers authorized by OEM for Procurement of following equipment at NRRI, Cuttack.

Sl. No.	Name of the equipment	Quantity	Amount of EMD (₹)
1	Gel Electrophoresis Unit with Power for RRLRRS, Gerua, Kamrup, Assam	One	5,000.00

N. B. : **EMD in the form of Demand Draft should reach this office on or before 10/10/2018 (11.00 A.M.)**

The Demand Draft should be drawn in favour of **The Director, NRRI, Cuttack payable at State Bank of India, Nayabazar, Cuttack (Odisha).**

Critical Dates

Date of Uploading of Tender Documents (online)	**13-09-2018**	**18:00 hrs.**
Bid Document Download Start Date (Online)	**13-09-2018**	**18:00 hrs.**
Bid Submission Start Date (Online)	**13-09-2018**	**18:30 hrs.**
Bid Submission End Date (Online)	**10-10-2018**	**11:00 hrs.**
Receipt of EMD at NRRI, Cuttack	**10-10-2018**	**11:00 hrs.**
Date of Technical Bid Opening (Online)	**11-10-2018**	**11:00 hrs.**
Date of Opening of financial bid	**As will be notified at the time of uploading of technical evaluation report**	

Important Notes:

1. Tender Documents may be downloaded from Central Public Procurement Portal http://eprocure.gov.in/eprocure/app. Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website http://eprocure.gov.in/eprocure/app. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at óInstructions for online Bid Submissionô
2. Only bids received on our e-procurement portal will be considered for opening. Bids in any physical form sent through fax/email/courier/post/delivered personally will not be considered.
3. NRRI reserves the right to accept / reject any/all tenders in part/full without assigning any reason thereof.
4. NRRI will not be responsible for any delay in enrollment or submission of the offer/up-loading the offer on above mentioned e-procurement portal for any reason whatsoever. Hence vendors are advised to register in the e-procurement website https://eprocure.gov.in & enroll their Digital Signature Certificate (Class ï II or above) and upload their quotations well in advance to avoid last minute problems.
5. Any Corrigendum about extension of date in respect of above tender shall be issued on our website www.icar-nrri.in and website https://eprocure.gov.in only and no separate notification shall be issued in the press. Bidders are therefore requested to regularly visit our website to keep themselves updated.

Place: NRRI, Cuttack

Date : 13/09/2018

Digitally signed by :

Date : ……..2018

Location : NRRI

GENERAL INSTRUCTIONS TO THE TENDERERS (GIT)

The Tender shall be submitted in accordance with these instructions and any tender not confirming the instructions as under is liable to be rejected. These instructions shall form the part of the tender and contract.

1. Definitions and Abbreviations:

1.1. The following definitions and abbreviations, which have been used in these documents shall have the meanings as indicated below:

1.2. Definitions:

a. ñPurchaserò means the organization ñNational Rice Research Institute under Indian Council of Agricultural Research, Krishi Bhawan, New Delhi with its office located at its campus, Cuttack-753006(Odisha) purchasing goods as incorporated in the Tender document.

b. ñTenderò means Bid/Quotation/Tender received from a Firm/Bidder/Manufacturer.

c. ñBidderò means the Bidder/the Individual or Firm submitting Bid/Quotation/Tender.

d. ñSupplierò means the individual or the firm supplying the goods and services as incorporated in the contract.

e. ñGoodsò means the articles, material, commodities, livestock, furniture, fixtures, raw material, spares, instruments, machinery, equipment, medical equipment, industrial plant etc. which the supplier is required to supply to the purchaser under the contract but excludes books, publications, periodicals etc. as per GFR-136.

f. ñServicesò means services allied and incidental to the supply of goods, such as transportation, installation, commissioning, provision of technical assistance, training after sales service, maintenance service and other such obligations of the supplier covered under the contract.

g. "Earnest Money Deposit" (EMD) means Bid Security to be furnished by a bidder along with it's tender.

h. ñContractò means the written agreement entered into between the purchaser and/or consignee and the supplier, together with all the documents mentioned therein and including all attachments, annexure etc. therein.

i. ñPerformance Securityò means monetary or financial guarantee to be furnished by the successful bidder for due performance of the contract placed on it.

j. ñConsigneeò means the user department of Institute to whom the goods are required to be delivered as specified in the contract. If the goods are required to be delivered to a person as an interim consignee for the purpose of despatch to another person as provided in the Contract then that ñanotherò person is the consignee, also known as Ultimate Consignee.

k. ñSpecificationò means the document/standard/parameter that prescribes the requirement with which goods or service has to conform.

l. ñDayò means calendar day.

m. ñInspectionò means activities such as measuring examining, testing, gauging one or more characteristics of the product or service and comparing the same with the specified requirement to determine conformity.

1.3. <u>Abbreviations:</u>

a. ñTE Documentò means Tender Enquiry Document
b. ñNITò means Notice Inviting Tenders
c. ñGITò means General Instructions for Tenderer
d. ñSITò means Special Instructions for Tenderer
e. ñGCCò means General Conditions of Contract
f. ñF.O.Rò means Free on Rail
g. ñAMCò means Annual Maintenance Contract
h. ñPSUò means Public Sector Unit
i. ñBGò means Bank Guarantee
j. ñNRRIò means National Rice Research Institute, Cuttack ï 753006 (Odisha)
k. ñRTò means Re-Tender
l. ñCAò means Chartered Accountant
m. ñJVò means Joint Ventures
n. ñCMCò means Comprehensive Maintenance Contract (Including all spares, labour and preventive maintenance)
o. ñMOUò means Memorandum of Understanding
p. ñCPPPò means Central Public Procurement Portal
q. ñGFRò means General Financial Rules
r. ñCBIò means Central Bureau of Investigation

2. <u>Introduction:</u>

2.1. The Purchaser has issued these tender enquiry documents for purchase of goods and related services which also indicates, interalia, the required delivery schedule, terms and place of delivery.

2.2. The Bidder should carefully read Requirements & Scope of supply, General & Special conditions of contract and all other documents in connection with the Bid. The Bidder shall quote his rates, keeping all above points in mind.

2.3. Those Bidders whose near relatives are posted as official/ officer(s) in any capacity at NRRI are not be permitted to Bid. The prospective bidder shall also intimate the names of persons who are working with him in any capacity or subsequently employed by him, who are near relative to any officer/ official (s) in the NRRI. Any breach of this condition by the bidder shall render him ineligible. By the term ónear

relativeô is meant wife, husband, parents & grand parents, children & grandchildren, brothers & sisters, uncles, aunts & corresponding in laws.

2.4. The bidder shall disclose any payment made or proposed to be made to any intermediaries (agents etc.) in connection with the bid.

2.5. Failure to provide and/or comply with the required information, instructions etc. incorporated in these TE Documents may result in rejection of its tender.

3. Eligibility Criteria:

3.1. The bidder should be an Indian registered company engaged in respective area of supply/work with minimum experience of 03 (Three) years. The bidder should have sufficient Infrastructure, technical expertise and financial strength to undertake the contract.

3.2. Minimum AVERAGE ANNUAL TURNOVER of Rs.10.00 lakhs in the last 3 financial years. (Balance sheet/CA certificate to be enclosed, duly supported by the income tax return for financial years 2015-16, 2016-17, 2017-18).

3.3 Bidder/Tenderer must provide the information on the similar supplies undertaken successfully & satisfactorily during last 3 years. Bidder/Tenderer must submit satisfactory documentary proof from end-users.

3.4 List of Organizations/Customers dealt by them.

3.5 Last Three yearôs copies of Income Tax Return Form and PAN number, as per government norms.

3.6 Copy of Registration of Firm with CST/GST/VAT Nos.

NOTE:

The supplies executed in the own name of the bidder only will be considered for similar works, to meet the eligibility criteria. JVs / Consortiums / MOUs shall not be considered. Tenderer should submit documents in support of minimum eligibility criteria along with the tender/bid. No document in support of minimum eligibility criteria will be accepted / entertained after opening of tender.

Tenders/bids not meeting any of the above ñEligibility Criteriaò shall be rejected.

4. The bidder should be in existence for last 5 years in India.

5. For Online Bid Submission, as per the directives of Department of Expenditure, Ministry of Finance, Govt. of India, this tender document has been published on the Central Public procurement Portal (URL:http://eprocure.gov.in/eprocure/app).

6. The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. 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 ñClick here to Enrollò. Enrolment on the CPP Portal is free of charge.

7. The intending Tenderer, in case of Authorized Distributor/ Authorized Dealer, should enclose the copy of valid authorized Distributorship /Dealership Certificate from the Principal Manufacturers while submitting the tender.

8. The items shall be in compliance to the specifications mentioned in **Annexure - I** of the tender

and shall be of the latest technology, best quality and high standards.

9. Any optional Accessories/ Tooling, besides the standard items recommended for the better performance of the requested goods, if offered, must be provided with their full technical details including their use and advantage in a separate sheet with the tender documents. Warranty period should be specified for these.

10. No extra payment shall be paid on account of any discrepancy in nomenclature of items.

11. 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 Tenderer stipulates any condition of his own, such conditional tender is liable to be rejected.

12. The Director, NRRI, reserves the right to reject any tender/bid wholly or partly without assigning any reason.

13. The Technical Evaluation Committee constituted by the Director, NRRI shall have the right to verify the particulars furnished by the bidder independently.

14. Tenderer shall take into account all costs including transportation, installation, cartage etc. for giving delivery of material at **RRLRRS, Gerua, Hajo, Dist. Kamrup, Assam under NRRI, Cuttack- 753006 (Odisha)** before quoting the rates.

15. No claim for any extra payment for any reason shall be entertained.

16. The materials should be delivered at **RRLRRS, Gerua, Hajo, Dist. Kamrup, Assam** under NRRI, Cuttack-753006 (Odisha) free of transport charges and the supplier shall be responsible for loss or damage during the transit period.

17. All the communication with respect to the tender shall be addressed to: **THE HEAD OF OFFICE, National Rice Research Institute, Cuttack – 753 006 (Odisha)**.

18. In the event of any dispute the legal matter shall be subjected to the jurisdiction of the Court located in **Cuttack** only.

20. At any time prior to the deadline for submission of Bids, NRRI may for any reason, whether at his own initiative or in response to a clarification requested by a prospective Bidder, modify the bid documents by amendment.

21. The amendment shall be part of the bid document and will be notified in writing or by Fax or e-mail to all prospective Bidders. Bidders are required to acknowledge receipt of any such amendment to the bid documents.

22. The bid should remain valid in all the respect up to 180 days from the date of opening of the Technical Bid. However, the supply and installation should be completed within stipulated date/period as specified in the order of contract.

23. <u>Availability of Funds:</u>

23.1. Expenditure to be incurred for the proposed purchase will be met from the funds available with the purchaser/consignee organization.

24. Amendments to TE documents:

24.1. At any time prior to the deadline for submission of tenders, the purchaser may, for any reason deemed fit by him, modify the TE documents by issuing suitable amendment(s) to TE documents. The amendments will be published on our website www.icar-nrri.in and website https://eprocure.gov.in.

25. **Language of the Bid:**

25.1. All documents related to bid should preferably be in English language. The language for communications shall be English. Any printed literature furnished by the bidder may be written in another language provided that this literature is accompanied by an English Translation. In such case, for purpose of interpretation of the Bid, the English translation shall prevail.

26. Filling of Bid:

26.1. All the rates and amount shall be quoted as per the details of the price Bid.
26.2. No amount shall be paid to the bidder for the item for which no rate or amount is quoted by the Bidder, but the bidder shall be bound to do that job/work free of cost (on zero amount).
26.3. The bidder shall be deemed to have satisfied himself before Bidding as to the correctness and sufficiency of his bid for supply of the good and the rates & amount quoted in the schedules of supplies shall, except as otherwise provided, cover all his obligations under the contract and all matters and things necessary for the proper completion of the supply as aforesaid shall be in accordance with good practices and recognized principles.
26.4. In case of any bid where unit rate of any item appears unrealistic, such bid shall be considered unbalanced and non-responsive. The purchaser may ask for providing satisfactory explanation for such unrealistic rate. If bidder is unable to provide satisfactory reply with supporting analysis of rates, the bid shall be rejected.
26.5. Each bidder should submit separate bids for different items.
26.6. The bidder shall not be under a declaration of in-eligibility for corrupt & fraudulent practices in any Government Department or organization in India or abroad.
26.7. The bid shall contain no interlineations, erasures or overwriting except corrections as necessary to correct the errors made by the Bidder. In such cases, correction shall be initialed by the person/persons signing the offer. The bid shall be typewritten or handwritten in indelible ink and shall be signed by the bidder or authorized signatory. The bid shall contain no additions or alterations except those to comply with instructions specified by the purchaser.

27. Firm Price:

27.1. The price quoted by the bidder shall remain firm and fixed during the currency of the contract and not subject to variation on any account.

27.2. The bidder shall complete the schedule of supply as in **BOQ**.

28. Documents establishing good's Conformity to TE document:

28.1. The bidder shall provide in its tender the required as well as the relevant documents like technical data, literature, drawings etc. to establish that the goods and services offered in the tender fully confirm to the goods and services specified by the purchaser in the TE documents. For this purpose the bidder shall also provide a clause-by-clause commentary on the technical specifications and other technical details incorporated by the purchaser in the TE documents to establish technical responsiveness of the goods and services offered in its tender duly indicating relevant page numbers in the product literature. Failure to enclose the relevant documents as mentioned above will be summarily rejected.

28.2. IF REQUIRED, THE TENDERERS MAY DEMONSTRATE THE QUOTED MODEL OF THE EQUIPMENT DURING THE TECHNICAL EVALUATION FAILING WHICH THEIR BIDS/OFFER SHALL BE REJECTED. The firms are intimated that they should get ready for demonstration and only one-week time will be provided for arrangement of demonstration and no request for extending time for demonstration will be entertained. Failure to demonstrate, their offer will be summarily rejected.

29. Tender Validity:

29.1. If not mentioned otherwise in the SIT, the tenders shall remain valid for acceptance for a period of 180 days from the date of tender opening prescribed in the TE document. Any tender valid for a shorter period shall be treated as unresponsive and rejected.

30. Evaluation of Tender:

30.1. Any items left blank, will be treated as incomplete bid and liable to be rejected.

30.2. The Director, NRRI will determine whether each bid is of acceptable quality, is generally complete and is substantially responsive to the tender document. For the purpose of this determination, a substantially responsive bid is one that conforms to all the terms, conditions & specifications of the tender document without any deviations, objections, conditionally or reservations.

30.3. Price Bid/Schedule of Rates shall be evaluated based on the lowest cost.

30.4. If a bid is not substantially responsive, it will be rejected and may not subsequently be made responsive by the bidder by correction of the non-conformity.

30.5. The bid that does not meet minimum acceptable standards of completeness, consistency and details will be rejected for non-responsive.

30.6. The bidders shall quote the rates only for the items mentioned in the schedule of rates in excel format provided along with this tender.

30.7. Conditional offers are liable for rejection.

30.8. Any effort by a bidder to influence the NRRI, Cuttack in the process of examination, clarification, evaluation and comparison of tenders, and in decisions concerning award of contract, may result in rejection of the bidderôs tender. All responses to such requests for clarification shall be in writing. No change in the prices or substance of the bid shall be sought, offered or permitted.

30.9. Evaluation of bids shall be carried out by a committee as per evaluation criteria. The decision of the Purchaser in deciding successful bidder shall be final and binding on the bidder.

31. Award of Contract:

31.1. The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

31.2. The bidder whose bid has been accepted will be notified for the award by the NRRI prior to expiration of the Bid validity period through the supply order.

31.3. The Bidder shall promptly check their e-mail box registered with CPP Portal for receipt of any information/clarification/correspondence in respect of their bid. The NRRI shall not be responsible for non-receipt/failure of e-mail to the bidders.

31.4. If any of the information furnished by the bidder is found to be incorrect at any stage, the bid/contract is liable to be rejected / terminated and the EMD/Performance Security will be forfeited.

31.5. NRRI reserves the right to cancel the tender without assigning any reason thereof.

31.6. Tenders from those tenderers who have not submitted their offer as per terms & conditions of NRRI will not be considered.

31.7. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

31.8. The notification of award will constitute the formation of the contract subject to the furnishing of a contract performance bank guarantee, Within 15 days of receipt. The successful bidder will furnish the contract performance security, amounting to 5% of the tender value.

31.9. The Agreement will incorporate all correspondences between the Purchaser and the successful bidder. It will be signed by the Purchaser and successful bidder within 15 days following the notification of award along with the Letter of Acceptance.

31.10. The EMD of the successful Bidder shall be refunded without any interest within 30 days after the award of contract and submission of Performance Security (valid up to 60 days beyond the date of completion of warranty).

32. <u>Late Bid:</u>

32.1. A tender which is received after the specified date and time for receipt of tenders will be treated as ñlateò tender and will be ignored.

33. <u>Non-receipt of Performance Security and Contract by the Purchaser/Consignee:</u>

33.1. Failure of the successful bidder in providing performance security and / or returning contract copy duly signed shall make the bidder liable for forfeiture of its EMD.

34. <u>Refund of Earnest Money Deposit to unsuccessful Bidder:</u>

34.1. The EMD will be refunded to the unsuccessful bidders soon after the orders are placed with the successful bidder or after the delivery of the equipment by the successful bidder.

35. Publication of Tender Result:

35.1. The name of the successful bidder(s) receiving the contract(s) will be published on https://eprocure.gov.in

36. The tenderer shall furnish a non-blacklisting certificate that the firm has not been blacklisted in the past by any Government / Private Institution.

TENDERER'S NAME & SIGNATURE WITH SEAL

ICAR - NATIONAL RICE RESEARCH INSTITUTE

CUTTACK – 753 006 (ODISHA)

Department of Agricultural Research and Education (DARE),

Phone(PABX): 0671-2367768-783/FAX: (0671)2367663/2367759

E-mail: crrictc@nic.in

URL: http://www.icar-nrri.in

COMMERCIAL and GENERAL TERMS & CONDITIONS

Nature of Items:

For supply and installation of equipment/instrument with specifications as mentioned in Annexure ï I.

1. Scope of Supply:

1. The tenders shall be submitted as per the technical specifications enclosed in Annexure - I.
2. Submission of the tender implies that these conditions of tender have been read by the Tenderer and is aware of the scope of the supply and the quality of the material to be supplied. The final acceptance of the tender rests with the Director, NRRI, Cuttack who reserves the right to accept or reject any or all tenders without assigning any reason thereof.

2. Scope of Work:

1. The supply and installation of equipment with accessories.
2. Testing of equipment.
3. To provide, one copy each of following documentation (on CD/DVD and printed manual or both)
   - § installation manual
   - § operating manual and
   - § Service Manual.
4. Repair/Refurnishing work to restore the damage caused due to cabling or any other work related to installation.
5. Any other work required for making the equipment functional up to the satisfaction of NRRI, Cuttack.
6. A hands-on training for lab personnel should be conducted as part of installation and commissioning activity.

3. Bid Submission and Opening:

a) The bid should be submitted online at website http://eprocure.gov.in/eprocure/app only, by the due date as specified in the tender document. The server date and time as appearing on the website http://eprocure.gov.in/eprocure/app shall only be considered for the cut-off date and time for submission of bids. Offers sent through post, fax, e-mail and courier or by any other mode will not be considered. In case of date of opening is declared as holiday tender will be opened on next working day at same time.

b) Only those bidders shall be considered qualified by the NRRI, who submit requisite EMD, required documents, accept all the terms and conditions of the tender document unconditionally and meet the qualifying requirement stipulated in the tender document. The decision of the NRRI shall be final and binding in this regard.

c) The bidder shall bear all cost associated with the preparation and submission of its bid and the NRRI will in no case be responsible or liable for these cost, regardless of the conduct or outcome of the tendering process.

4. Submission of Bids

1. Only bids received on E-Procurement portal (http://eprocure.gov.in/) will be considered for opening. Bids in any physical form sent through fax/email/courier/post/delivered personally will not be considered.
2. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
3. While submitting the bids online, the bidder should read the terms & conditions (of CPP Portal) and accept the same in order to proceed further to submit their bid.
4. Bidder shall select the payment option as **offline** to pay the EMD and enter details of the Demand Draft.
5. Bidders shall submit their bid through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid closing date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.
6. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

5. Submission of Offer:

The tender shall be submitted online in two cover system duly scanned and digitally signed by the authorized representative of the bidder as follows:

A) Cover -1 (Techno-Commercial Bid):

Online bid should be submitted containing copy of the following documents in Cover-1 as documentary proof, for fulfilling qualifying criteria, failing which the offer shall be summarily rejected.

a) Scanned Copy of original DD of requisite amount towards EMD.

b) Self-attested copy of PAN card and Income Tax Return for the last three years.

c) Self-attested copy of valid registration certificate/license with the appropriate authority.

d) Self-attested copies of documents defining the legal status, place of registration, principal place of business, written power of attorney of the signatory of the bidder to submit the bid etc.

e) Proof of satisfactory execution and completion of similar supply/works during last Three Years.

f) Technical Bid offering the Make and Model including Standard Terms and Conditions of the Bidder such as validity of Price, Delivery Period, Payment terms etc.

g) Copy of Manufacturer literature indicating technical specifications of the particular Model of equipment/instrument offered in the bid.

h) Copy of valid Manufacturers Authorization in case of Bidder/Agent who quotes for goods manufactured by other manufacturer.

B) Cover -2 (Price Bid):

The price must be quoted only in the price bid format attached as BOQ. Please quote the prices on F.O.R. destination to RRLRRS, Gerua, Hazo, Dist. Kamrup, Assam under NRRI, Cuttack-753006 (Odisha).

C) Bid Price:

The Bidder shall indicate on the Price Schedule (BOQ) the unit price and total bid prices of the goods it proposes to supply under the Contract. Prices indicated on the price schedule shall be entered separately in the following manner:

(a) The Basic Rate of the goods should be quoted per unit as ex-factory, ex-showroom, ex-warehouse or off-the-shelf, as applicable, including customs, excise and any other duties and taxes already paid on the components and raw material used in the manufacturing or assembly of the goods.

(b) Any other taxes/duties which will be payable on the goods in India, if the contract is awarded, should be shown in the respective column of the Price Schedule.

(c) Charges for inland transportation, insurance and other local costs incidental to delivery of goods to the final destination.

(d) Any element of cost, taxes, duties, levies etc. not specifically indicated in the bid, shall not be paid by the purchaser.

D) Bid Currencies:

The prices shall be quoted in Indian Rupees only.

6. Validity of Tender:

a) The tender shall be valid for a period of 180 days from the date of opening of the tender.
b) No representation for the enhancement of the prices of the accepted tender or alteration of the terms and conditions will be entertained till supplies are completed.

7. Offers on ready stock/ Subject to prior sale:

a) Offers from ready stock are preferred. In case the offers are subject to prior orders, the Tenderer shall indicate the period within which the ordered quantity will be supplied. The Tenderer shall note that in case tenderer fails to supply within the period of delivery indicated in the said tender, penalty at the rate of 2% of value of the order, per week of delay subject to maximum of 10% of the order value will be levied
b) The successful Tenderer shall, within 7 days from the date of receipt of communication of acceptance of quotes from NRRI, Cuttack shall intimate his acceptance of the order. The successful Tenderer shall complete supplies strictly as per the accepted delivery period.

8. Guarantee of Quality and Warranty of goods supplied:

a) The goods supplied shall confirm to the specifications as given in Annexure ï I of the tender documents and shall be guaranteed against defective design, defective quality of material supplied, manufacturing defects etc.,
b) Warranty has to be provided for a minimum period of 2 years from the date of successful installation of the goods supplied or for a period as stated in the specification enclosed as Annexure-I whichever is higher.
c) Warranty shall have to be On-site basis.
d) Warranty has to cover all items supplied by the successful bidder.
e) During the warranty period, any failed device shall have to be replaced with a new one within three business days.
f) During the warranty period, the engineer attending the call shall have to submit a call report mentioning nature of the fault, action taken, any replacement of spares, serial number of replaced equipment etc. to NRRI.
g) Normal Commercial warranty/guarantee shall be applicable to the supplied goods (If warranty/Guarantee is not mentioned in specifications of respective items).

9. Packing:

a) The supplier shall provide packing of the goods, as required to prevent from damages or deterioration during the transit to their final destination as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit.

b) The items shall be securely boxed, crated and protected from mechanical damage, moisture etc. suitable for both storage and transit according to the nature of the material and mode of transport.

10. Price:

a) The price shall be firm and shall include all applicable taxes and charges. Any variation in

the duties, levies etc. during the period of supplies shall be charged to the Tenderer account. The rates quoted shall be all inclusive, with the delivery, up to destination i.e. **RRLRRS, Gerua, Hazo, Dist. Kamrup, Assam** under **NRRI, Cuttack-753006(Odisha).**

b) The tenderer shall submit the copy of PAN Number, TIN Number registration details, Bank details along with the tender.

11. Delivery:

a) The delivery of items securely and neatly packed should be made at **RRLRRS, Gerua, Hazo, Dist. Kamrup, Assam under NRRI, Cuttack-753006(Odisha)**.

b) The successful tenderer shall complete supplies strictly within the accepted delivery period. Material ordered by the NRRI shall be delivered FOR destination securely packed as may be necessary.

c) The items shall have to be delivered and installed at **RRLRRS, Gerua, Hazo, Dist. Kamrup, Assam under NRRI, Cuttack-753006(Odisha)** to the satisfaction of Stores Team at NRRI.

d) Supply and Installation of equipment/ instrument has to be carried out free of charge at **RRLRRS, Gerua, Hazo, Dist. Kamrup, Assam under NRRI, Cuttack-753006(Odisha)**.

e) The comprehensive catalogue which includes instructions for Operation, Maintenance, Trouble shooting and all other areas which are necessary for smooth functioning of Instrument as mentioned in Annexure-I shall be provided along with the supply of the items by the Tenderer.

13. Payment:

a) **For Indigenous supply**: Payment shall be made only after supply of the items and satisfactory Installation report received by NRRI, Cuttack. **P**ayment will be made by NRRI through e-transfer to the bank account as mentioned in the bank mandate within a period as soon as possible. **No advance payment will be made.**

14. Earnest Money Deposit:

a. The units registered with Central Purchase Organization (DGS&D), National Small Industries Corporation (NSIC) or the concerned Ministry or Department shall be exempted from the payment of Earnest Money as defined under Rule 170 of General Financial Rules (GFR), 2017. In such case, copy of the certificate showing registration with the above mentioned institutions to be enclosed along with the bid.

b. In case the unit is not covered as above, it shall submit the offer along with the Earnest Money Deposit (EMD) as stated on Notice inviting Tender.

c. The Earnest Money Deposit by way of Demand Draft drawn in favour of the Director, NRRI, Cuttack is to be sent to this office on or before the date specified in notice for tender (page ï 3).

d. The scanned copy of Earnest Money Deposit by way of Demand Draft should be included in Envelope I of the E-tender documents. The offers without EMD will be rejected.

e. The EMD will be returned to the unsuccessful bidders soon after the orders are placed with the successful bidder. However, the EMD of successful bidder will be refunded only after receipt of Performance Security deposit.

f. The EMD will be forfeited in following cases:

I. If the bidder fails to accept the order based on his/her offer (bid) and within the prescribed time.

II. If the bidder fails to supply the material with specifications in compliance to as mentioned in Annexure ï I.

III. If the bidder delays supply beyond a reasonable time resulting in disruption of NRRI works.

15. Performance Security:

The successful bidder shall be required to submit a Performance Security equivalent to 5% of the contract value in the form of Demand Draft/ Bank Guarantee (should remain valid for Sixty days beyond the date of the completion of warranty).

16. Service Facility:

Contact details with addresses of Service Centre nearest to Cuttack shall be provided along with the bid, in order to ensure proper and timely service.

17. Taxes:

Suppliers shall be entirely responsible for all taxes, duties, license fees, octroi/entry tax etc. incurred until delivery of the contracted Goods to the Purchaser.

18. Corrupt or Fraudulent Practices:

It is required by all concerned namely the Consignee / Bidders / Suppliers etc. to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Purchaser:-

(a) Defines, for the purposes of this provision, the terms set forth below as follows:

i) ñCorrupt Practiceò means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and

ii) ñFraudulent Practiceò means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Purchaser, and includes collusive practice among Bidders (prior to or after Tender submission) designed to establish Tender prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition;

(b) NRRI will reject a proposal for award, if it determines that, the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

(c) NRRI will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract by the purchaser if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing the contract.

19. Termination for Default:

The purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part:

a) If the supplier fails to deliver any or all of the Goods within the period(s) specified in the order, or

b) within any extension thereof granted by the Purchaser; or

c) If the Supplier fails to perform any other obligation(s) under the Contract.

d) If the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract. In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner, as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such Goods or Services. However, the Supplier shall continue the performance of the contract to the extent not terminated.

20. <u>Claims:</u>

a) If the material supplied are found to be off size and shape different than those in the accepted offer and are of specifications lower than those stipulated in the accepted offer, NRRI, Cuttack shall have the right to totally reject the goods and/or to prefer a claim for compensation for the part of goods, which are rejected.

b) The supplier shall reimburse to NRRI, the actual expenditure incurred, on such goods, within 15 (fifteen) days of its demand.

c) The supplier shall be responsible for arranging the rejected goods to be removed at his/her cost from NRRI, Cuttack premises.

d) The supplier shall also compensate for losses, if any, sustained by NRRI due to defective packing and/or wrong marking of the goods.

TENDERERôS NAME & SIGNATURE WITH SEAL

Annexure-I

TECHNICAL SPECIFICATION

Gel Electrophoresis Unit with Power:

Gel tray and accessories

- A horizontal electrophoresis system with safety lid, Maxi Gel, Large Format – 25x30 cm gel size,
- Twelve comb stots – at 2cm intervals along the tray, maximum 624 samples
- Multi-channel pipette compatible combs- with a maximum 52-sample throughput
- Combs - colour-coded and height-adjustable, Buffer recirculation pcids - may be connected to a peristaltic pump for buffer recirculation during electrophoresis to maintain buffer pH and prevent ionic gradient formation
- Unit should be with removable casting tray and should have one extra casting tray
- Coloured loading strips-for easy well detection
- UV-Transparent acrylic casting tray
- Side Handles - for safe and easy transportation r
- A system should include silicon casting gates to allow hassle free casting of gels directly in the electrophoresis cells.
- Small footprint, stackable, outshell use fire resistance material

Power Pack

Useful for	Nucleic acid and SDS-PAGE
Voltage / Current	Automatic
Output Terminals	4 sets
Current adjust steps	4-400 in 1 mA
Voltage in 1 volt steps	10-300 V
Output power	75 W Max.
Operating Temperature	0-40^{0}C
Timer	0-999 mins
Display	3 digit 7 seg LED
Touch Pad	Yes
Alarm	Yes
Input Power	120V / 230V, 50/60 Hz
Desirable Physical dimensions (mm)	240 x 320 x 73 (W x D x H)
Weight (kg)	2.0
Warranty	At least 2 year

ANNEXURE - II

AGREED TERMS AND CONDITIONS

(TO BE FILLED BY INDIAN BIDDERS QUOTING ONLY IN INDIAN RUPEES)

Important Notes:

A. This questionnaire (ATC) duly filled-in the same word file must be uploaded along with the offer, failing which your offer will be liable for rejection. This document received in any other form will not be accepted and can lead to rejection of offer.

B. Each point must be confirmed / replied suitably

C. Bidders to note that the confirmation/acceptance/comments mentioned/agreed by them in this ATC are final and will supersede any contrary term indicated elsewhere in their quotation / tender documents

Sl. No.	Description/Tender Requirement	Vendor's Reply
Vendor's Compliance to Technical Conditions		
1.	Confirm that the offer has been submitted strictly as per the tender requirements.	
2.	Confirm that all pages of "Technical Specifications" have been submitted with the technical bid as a token of acceptance	
3.	Confirm that all the documents related to "Technical Criteria for acceptance of offer" have been submitted with the technical bid.	
4.	Confirm that there is no technical deviation and specification of offered product is same as per tender specification	
Vendor's Compliance to Commercial Conditions		
1.	Confirm that you are a OEM OR Authorized dealer of Instrument as per Annexure - I (submit authorization letter along with your bid)	
2.	Confirm that the Prices shall be FIRM and FIXED till complete execution of order and shall not be subject to variation on any account	
3.	Confirm unconditionally that your quotation is valid for acceptance up to 6 months from the closing date of this enquiry	

4.	Please note that Packaging & Forwarding charges or any other charges should be included in Price Bid. The total price of all items put together will be considered for price evaluation	
5.	**Excise Duty**– It may please be noted that National Rice Research Institute, Cuttack is registered with the DSIR for the purpose of availing the Central Excise Duty exemption in terms of Govt. Notification No.51/96-Customs dated 23.07.1996 and No.10/97-Central Excise dated 01.03.1997. The Exemption Certificate along with the copy of Certificate of Registration (if required) can be obtained on demand and would be provided to the successful bidder as and when asked for.	
6.	**Custom Duty**- The Institute is eligible for and can provide necessary documents for Custom exemption on demand, if permitted under rule.	
7	**Please confirm that your firm have not been banned or delisted by any** necessarily be the cause for disqualification. However if this declaration is not furnished the bid may be rejected as non-responsive	
8	If your response to point no. 7 above is "Banned/Delisted", please provide details of such banning / delisting such as (i) Banned / Delisted by …… (Name of Office) and (ii) Validity of such delisting / banning.	
9	Confirm unconditional acceptance that any bidder making a false claim would have its contract terminated forthwith, if detected later	
10	Confirm that you shall supply the requisite operation/maintenance manual with the Instrument as at Annexure - I	

TENDERER'S NAME & SIGNATURE WITH SEAL

ANNEXURE ï III

On the Letterhead of the Vendor/Supplier Details

Date:

To,

The Head of Office,
National Rice Research Institute,
Cuttack ï 753 006 (Odisha).

Dear Sir,

We hereby give our consent to accept the related payments of our claims/bills on NRRI through Cheque or Internet based online E-Payments system at the sole discretion of NRRI. Our Bank account details for the said purpose are as under:

A. Vendor Details:		
1	Name (As per the Bank Records)	
2	Address	
3	PAN No.	
4	TIN No.	
5	CST No.	
6	LST No.	
7	CIN No.	
8	E-mail ID	
9	Mobile Number	
B. Particulars of Bank Account:		
1	Bank Name	
2	Branch Name/Branch Code	
3	Branch Address	
4	Digit MICR No. of Bank and Branch(As appearing on the cheque	

5	Account Type (Savings/Cash credit/Current)	
6	IFSC Code of the Branch(For RTGS)	
7	IFSC Code of the Branch(For NEFT)	

Please attach a blank copy of a cancelled cheque/photocopy of a cancelled cheque issued by your Bank relating to the above account number for verifying the accuracy of the 9 digit MICR code number.

I/We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the user Institution responsible.

Date :

Signature/Seal of Firm

Phone No:

Certified that the particulars furnished above are correct as per our records.

Date :

Company's Authorized Signatory

Phone No:

<u>Encl:</u> Photocopy of cheque duly cancelled and copy of Indian PAN Card.

ANNEXURE – IV

(Undertaking from Tenderers)

To,

The Head of Office,
National Rice Research Institute,
Cuttack ï 753 006 (Odisha).

Sir,

Nature of Goods/Equipmentôs/ instruments: Supply/Installation/ goods as mentioned at Annexure-I at NRRI, Cuttack-753006(Odisha)

Having examined and perused the following documents:

1. Notice Inviting Tender
2. General Instruction to the Tenderers
3. Commercial and General Terms & Conditions
4. Technical Specifications of the Equipment (Annexure ï I) for which tender is issued
5. Price Bid

I/We é ..do hereby submit tender in prescribed formats for Supply and Installation of Instruments to NRRI, Cuttack-753006, completed in all respects in accordance with the conditions applicable.

I. ADDITIONAL PURCHASE/WORK ORDER: We understand that the NRRI, Cuttack, in case of the requirements may also place repeat purchase order/work order on the company. In such cases, we shall accept and execute all the purchase/work order placed on us by NRRI, Cuttack.

II. BID PRICING: We further declare that the prices stated in our proposal are in accordance with your Terms & Conditions in the bidding document. We further understand that the quantities as specified in this Tender may increase or decrease at the time of Award of Purchase Order as per the requirements of NRRI, Cuttack.

III. QUALIFYING DATA: We confirm that we satisfy the qualifying criteria and have attached the requisite documents as documentary proofs. In case you require any further information/documentary proof in this regard during evaluation of our bid, we agree to furnish the same in time to your satisfaction.

IV. CONTRACT PERFORMANCE SECURITY: We hereby declare that in case the contract is awarded to us, we shall submit the Performance Security in the form of DD/Bank Guarantee for the amount of 5% of the total order value.

V. PAYMENT TERMS: We hereby declare that in case the contract is awarded to us, we agree with payment terms specified in the tender documents.

VI. CERTIFICATE AND DECLARATION:

a) I/We certify that no addition/modification/alteration has been made in the Original Tender Document. If at any stage addition /modification /alteration is noticed in the Original Document, I/We will abide by the terms and conditions contained in the original tender document, failing which NRRI, Cuttack reserves the right to reject the tender and/or cancel the contract.

b) It has been certified that all information provided in tender form is true and correct to the best of my knowledge and belief. We hereby declare that our proposal is made in good faith, without collusion or fraud. No forged /tampered document(s) are produced with tender form for gaining unlawful advantage. We understand that NRRI, Cuttack is authorized to make enquiry to establish the facts claimed and obtained confidential reports from clients.

c) I/We certify that no addition/modification/alteration has been made in the Original Tender Document. If at any stage addition /modification /alteration is noticed in the Original Document, I/We will abide by the terms and conditions contained in the original tender document, failing which NRRI, Cuttack reserves the right to reject the tender and/or cancel the contract.

d) It has been certified that all information provided in tender form is true and correct to the best of my knowledge and belief are produced with tender form for gaining unlawful advantage. We understand that NRRI, Cuttack is authorized to make enquiry to establish the facts claimed and obtained confidential reports from clients.

e) In case it is established that any information provided by us is false / misleading or in the circumstances where it is found that we have made any wrong claims. Further NRRI, Cuttack is also authorized to blacklist our firm/company/agency and debar us in participating in any tender/bid in future.

f) I / We assure the Institute that neither I / We, nor any of my /our workers, will do any act which is improper / illegal during the execution in case the tender is awarded to us.

g) I / We assure the Institute that I / We will NOT be outsourcing any work specified in the tender document, to any other firm.

h) Neither I/We, nor anybody on my /our behalf will indulge in any corrupt activities /practices in my /our dealing with the Institute.

i) Our Firm / Company / Agency has not been blacklisted or banned by any Govt. Department, PSU, University, Autonomous Institute or any other Govt. Organization.

j) I/We certify that, I have understood all the terms & conditions as indicated in enquiry of the tender document, and hereby accept all the same completely.

k) I/We, further certify that I/We, possess all the statutory /non-statutory registrations, permissions, approvals, etc., from the Competent Authority for providing the requisite services.

l) We understand that you are not bound to accept the lowest or any bid you may receive.

m) I/We hereby declare that this tender on acceptance communicated by you shall constitute a valid and binding contract between us and I/We agree to abide by and fulfill all the terms and conditions in the tender documents.

n) I/We distinctly agree that I/We would hereafter make no claim or demand upon the NRRI, Cuttack based upon or arising out of any alleged misunderstanding or misconceptions or mistake on my/our part of the said stipulations, restrictions and conditions.

m) Any notice required to be served on me/us shall be sufficiently served on me/us by post (registered or ordinary) or courier or left at my/our address furnished herein. I/We fully understand the terms and conditions in the tender documents.

Dated thisé é é é ..é é é é é é é é day oféé é é é é .é é é é 20

TENDERERôS NAME & SIGNATURE WITH SEAL

ANNEXURE – V

ICAR - NATIONAL RICE RESEARCH INSTITUTE

CUTTACK – 753 006 (ODISHA)

Department of Agricultural Research and Education (DARE),

Phone(PABX): 0671-2367768-783/FAX: (0671)2367663/2367759

E-mail: crrictc@nic.in

URL: http://www.icar-nrri.in

CHECKLIST

Name of Bidder :

Name of Manufacturer :

Sl. No.	Activity	Yes/No/NA	Documents to be uploaded	Pg. No. in the uploaded Tender Docs.
1.	Have you enclosed Demand Draft Bank towards EMD drawn in favour of the Director, NRRI towards instrument as per quoted item?		Scanned copy to be uploaded	
2.	Have you enclosed duly filled Tender form as per the Annexure?			
3.	Have you enclosed clause-by-clause technical compliance statement for the quoted goods vis-à-vis the Technical Specifications?		To be uploaded	
4.	In case of Technical deviations in the compliance statement, have you identified and marked the deviations?		To be uploaded	
5.	Have you submitted satisfactory performance certificate as mentioned in General and Commercial Terms and Conditions?		To be uploaded	
6.	Have you submitted copy of the order(s) and end user certificate?		To be uploaded	
7.	Have you enclosed catalogue, leaflet, and brochure with full details of quoted items?		To be uploaded	
8.	Is your bid valid for 180 days from the date of opening of Technical Bid?			
9.	In case of Indian Bidder, have you furnished Income Tax Account No. as allotted by the Income Tax Department of Government of India?		To be uploaded	
10.	Have you submitted Manufacturerôs authorization letter?		To be uploaded	
11.	Have you mentioned the name and full address of your Banker (s) along with your Account Number, IFCS Code of the Bank/Branch?		To be uploaded	

12.	Have you fully accepted delivery period as per Tender document?			
13.	Have you submitted the certificate of incorporation?		To be uploaded	
14.	Have you accepted the warranty terms as mentioned in the Tender document?			
15	Have you accepted terms and conditions of Tender document?			
16	Have you furnished documents establishing your eligibility & qualification criteria as per Tender document?		To be uploaded	
17	Have you furnished Annual Report (Balance Sheet and Profit & Loss Account) for last three years prior to the date of Tender opening?		To be Uploaded	
18	Have you submitted an affidavit that the firm has not been black listed in the past by any Organization?		To be Uploaded	
19	Have you submitted an affidavit that the firm is not supplying the same item at the lower rate quoted in the tender to any Govt: Organization or any other Institute (Fall Clause).		To be Uploaded	

Note:

1. All pages of the Tender should be page numbered and indexed.
2. The Bidder may go through the checklist and ensure that all the documents/confirmations listed above are enclosed in the tender and no column is left blank. If any column is not applicable, it may be filled up as NA.
3. It is the responsibility of the tenderer to go through the Tender document to ensure furnishing of all information/required documents in addition to above, if any.

(Signature with Date)

(Full name, designation & address of the person duly authorized sign on behalf of the Bidder)

For and on behalf of the

(Name, address and Stamp of the tendering firm)

ANNEXURE – VI

AFFIDAVIT REGARDING BLACKLISTING/ NON-BLACKLISTING FROM TAKING PART IN GOVT.TENDER

BY DOT/GOVT. DEPT

(To be executed on Rs.10/- Stamp paper & attested by Public Notary/Executive Magistrate by the bidder)

I / We Proprietor/ Partner(s)/ Project Director(s) of M/S. _____ hereby declare that the firm/company namely M/S. _____has not been blacklisted or debarred in the past by NRRI, Cuttack or any other Government organization from taking part in Government tenders.

Or

I / We Proprietor/ Partner(s)/ Project Director(s) of M/S. _____ hereby declare that the firm/company namely M/S. _____was blacklisted or debarred by NRCPB New Delhi, or any other Government Department from taking part in Government tenders for a period of _____ years w.e.f. _____ _____.

The period is over on _____ and now the firm/company is entitled to take part in Government tenders. In case the above information found false I/We are fully aware that the tender/ contract will be rejected/cancelled by NRRI, Cuttack, and EMD/SD shall be forfeited. In addition to the above, NRRI, Cuttack, will not be responsible to pay the bills for any completed/ partially completed work.

Signature _____

Name _____

Capacity in which assigned: _____

Name & address of the firm: _____

Date:

Signature of Bidder with Seal.

ANNEXURE – VII

Benefits to Micro and Small Enterprises (MSEs)

With reference to the Order of the Ministry of MSME, under the Public Procurement Policy March 2012, Micro and Small Enterprises shall be entitled for benefits, subject to terms and conditions, as under:

1) **Qualifying Criteria for MSEs, SC/ST Vendors:**

a. MSE bidders must submit registration certificates from any of the following (or any other body specified by the Ministry of MSME):

- National Small Industries Corporation (NSIC)
- District Industries Centres (DIC)
- Coir Board
- Khadi and Village Industries Commission (KVIC)
- Khadi and Village Industries Board (KVIB)
- Project Directorate of Handicrafts and Handloom

b. SC/ST owned enterprises (i.e. SC/ST proprietorship, or holding minimum 51% shares in case of Partnership/Private Limited Company) shall additionally submit relevant SC/ST certificates issued by any of the following:

- District/Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/ Extra Assistant Commissioner
- Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate
- Revenue Officer not below the rank of Tahsildar
- Sub-Divisional Officer of the area where the individual and/or his family normally resides

c. The registration shall be valid as on date of placement of order. A self-attested photocopy of the relevant certificate shall be submitted as a support document.

d. The registration must be for the items/category of items/services relevant to the tendered items/category of items/services.

2) Purchase Preference for MSE:

In tenders, where the L-1 (evaluated price) bidder is a non-MSE, up to 20% of the tendered quantity shall be allowed to be supplied by participating MSEs provided that the tendered quantity is divisible into two or more orders and adequate for the purpose; all qualifying bidders have agreed for acceptance of part-order quantity and participating MSE matches the L1 rate.

A share of 4% out of this 20% shall be allowed to be supplied by participating MSEs owned by Scheduled Cast/Scheduled Tribe Entrepreneurs. In the case of an SC/ST owned MSE failing to participate in the tender or not meeting the tender requirements, this 4% sub-target shall be met by other participating MSEs. The above shall be subject to that the participating MSE (including SC/ST) bidders shall have quoted a price within +15% of the L1 bid price and further that they shall agree to match their quoted price with the L1 price.

In case that two or more MSEs are within the L1 + 15% band, all such MSEs will be offered the opportunity to match the L1 rate and 20% of the order will be shared equally by them.

Where the MSE is SC/ST owned, they shall be exclusively awarded a share of 4% of the above 20% in addition to equally sharing the balance 16% with other non- SC/ST MSEs. In case of more than one SC/ST MSE matching the L1 price, they shall equally share 4% of the order, and additionally share the balance 16% with other non- SC/ST MSE bidders.

3) Exemption from Earnest Money Deposit (EMD)/Security Deposit (SD) for MSE:

a. Tenders shall be provided free of cost and tender documents are downloadable from the websites of NRRI (http://www.icar-nrri.in) and the Central Public Procurement (CPP) Portal (http://www.eprocure.gov.in/epublish/app).

b. MSE units qualifying as at (point no. 1) above shall be exempted from paying EMD.

c. Additionally, MSEs registered with NSIC shall be exempted from paying Security Deposit up to the monetary limit mentioned in the certificate.

ANNEXURE – VIII

Bid Submission

Online Bid Submission:

The Online bids (complete in all respect) must be uploaded online in Two Covers as explained below:-

		COVER - I	
	(Following documents to be provided as single PDF file)		
Sl. No.	**Documents**	**Content**	**File Types**
1.	**Technical Bid**	Compliance Sheet with Technical supporting documents as per specifications mentioned in (Annexure – I)	PDF
2.		Agreed Terms and Conditions as per (Annexure – II)	PDF
3.		Vendor Details as per (Annexure – III)	PDF
4.		Undertaking from Tenderer as per (Annexure – IV)	PDF
5.		Checklist (Annexure – V)	PDF
6.		Affidavit Regarding Blacklisting (Annexure – VI)	PDF
7.		Benefits to MSE's (Annexure – VII)	PDF
8.		Online Bid Submission Details (Annexure – VIII)	PDF

COVER – II

Sl. No.	Types	Content	File Types
1.	Financial Bid	Price bid should be submitted as a BOQ for item quoted	EXCEL

TENDERER'S NAME & SIGNATURE WITH SEAL

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: https://eprocure.gov.in/eprocure/app.

REGISTRATION

1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: https://eprocure.gov.in/eprocure/app) by clicking on the link ñOnline bidder Enrollmentò on the CPP Portal which is free of charge.

2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.

5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCôs to others which may lead to misuse.

6) Bidder then logs in to the site through the secured log-in by entering their user ID/ password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective óMy Tendersô folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use ñMy Spaceò or óóOther Important Documentsôô area available to them to upload such documents. These documents may be directly submitted from the ñMy Spaceò area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3) Bidder has to select the payment option as ñofflineò to pay the EMD as applicable and enter details of the instrument.

4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

6) The server time (which is displayed on the biddersô dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openerôs public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9) Upon the successful and timely submission of bids (i.e. after Clicking ñFreeze Bid Submissionò in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

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