



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

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**STANDARD ONLINE (E-PROCUREMENT MODE)
BIDDING DOCUMENTS FOR
Procurement of Day-to-Day Maintenance work of EPABX systems
(Document to be submitted online as per Schedule of requirement)**

NOTICE INVITING ON LINE TENDER

Tender Enquiry No: 07/Store/EPABX/NRRI/2021-22

F.No. 26(3)/Store/AMC/EPABX/20-21

Dated: 11.06.2021

E-tenders (Two Bid System) through the website URL: <http://eprocure.gov.in/eprocure/app> are invited from the reputed Service Providers (having the current authorization from the principal company) for entering into **Day-to-Day Maintenance work of EPABX systems of National Rice Research Institute, Cuttack** as per detailed scheduled and terms and condition mentioned below:

Sl. No	Description
1.	<p>The rate for providing_maintenance work regularly in all working days during hours for attending the following works at EPABX & its extension and cable lines at NRRI, Cuttack.</p> <p>(i) Day-to-Day routine check-up and maintenance of telephone instruments (ii) Fault finding, trouble shooting, cable repairing and stretching of drop wire and cable wire where ever required. (iii) Attending overhead cable fault and joints. (iv) Affecting change in extension number and introducing new extension lines. (v) Attending faults at junction box and repair sound quality & transmission faults.</p>

Critical Dates

Date of Uploading of Tender Documents (online)	11-06-2021	11:00 hrs.
Bid Document Download Start Date (Online)	11-06-2021	11:00 hrs.
Bid Submission Start Date (Online)	11-06-2021	11:00 hrs.
Bid Submission End Date (Online)	02-07-2021	11:00 hrs.
Date of Technical Bid Opening (Online)	03-07-2021	11:00 hrs.
Date of Opening of financial bid	As will be notified at the time of uploading of technical evaluation report	

Terms And Conditions:

1. Tender Documents can be downloaded from the ICAR-N.R.R.I. website www.icar-nrri.in or from the Central Public Procurement Portal URL: <http://eprocure.gov.in/eprocure/app>. Bidders should enroll/ register in the e-procurement module of Central Public Procurement Portal through the website: URL:<http://eprocure.gov.in/eprocure/app> for participating in the bidding process. Bidders should also possess a valid Digital Signature Certificate (DSC) for online submission of bids.
2. **Bids received through e-tendering portal only will be considered.**
3. ICAR-N.R.R.I. reserves the right to accept / reject any or all the tenders in part/full without assigning any reason thereof.
4. **Bid Security Declaration (Annexure-III)** must be submitted in the letterhead of the bidders for accepting the clause that **the bidder will be suspended from participation in bidding process for One Year if they withdraw or modify their bids during the period of validity etc.**
5. Bid Validity 180 days
6. **The Bidder quoted as authorized dealer/ service provider must submit the Original Equipment Manufacturer certificate.**
7. ICAR-N.R.R.I. will not be responsible for any delay in enrollment / registration as bidder or submitting /uploading the offer/ tender documents. Hence, bidders are advised to register in e-tendering website URL:<http://eprocure.gov.in/eprocure/app> and enroll their Digital Signature Certificate and upload their quotation well in advance.
8. The firms must have been registered with the GST Authorities of India.
9. The Institute is having GST exemption Certificate issued by the DSIR against applicability of GST 5%.
10. The Rate quoted should be Valid at least for One Year. The initial period of Contract would be for One year. The Director, ICAR-N.R.R.I. reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the organization.
11. **The Quotation should be complete in all respect such as specifications, brand name, model No., quantity, rate, amount, period of warranty, mode of despatch etc.**
12. The selected firm has to submit an amount of **Rs.25000/- (Rupees Twenty Five thousand only)** towards **Security Deposit** after selection in shape of **Demand Draft** drawn in favour of **The Director, I.C.A.R.-NRRI, Cuttack** payable at **State Bank of India, Nayabazar, Cuttack-753004**.
13. The person so engaged should attend the work for 8 hours in all working days.
14. The person engaged should be under direct control of Farm Manager and will abide by the instruction from EPABX operator with regard to day to day maintenance.
15. The repairing of instruments and handsets are to be made by the person engaged at no extra cost. The spares so required will be provided by the Institute.
16. There should be no pending fault and if any, the same should be brought to the notice of the Farm Manager with the reason of the delay.
17. Payment will be made by **e-transfer quarterly after completion each quarter**, after necessary certification by the Farm Manager. For which the supplier shall have to submit bank details such as: Account No., IFSC Code, Name of Bank and Branch.
18. Enquiries regarding rate will be treated to be a disqualification for consideration of the quotation.

19. Tenderer should indicate PAN, Current Sales Tax Number/ Service Tax Registration Number in the quotation.
20. The Contract can be terminated at any time by giving one month's notice.
21. No request for advance or part payment will be entertained
22. Discount, taxes and other levies if any are to be specified clearly in the bid
23. This Institute is exempted from payment of customs/ Excise duty & GST as per relevant norms of Govt. of India. This registration is valid up to 31.08.2021
24. **Quotations not complying with the above conditions are liable to be rejected. Only typed/ Computer printed quotations will be accepted**
25. Any dispute arises in this contract shall be subject to the Jurisdiction of Cuttack only.
26. The tenders are liable to be rejected, if the above conditions are not complied with.
27. The rate should be quoted as per the BOQ uploaded on the CPP Portal. However, taxes if any will be considered as per prevailing Govt. norms. The bidders are advised to download this BOQ_XXX.xls as it is and quote their offers/rate of discount in the permitted column and upload the same in the Financial Bid. The Bidder shall not temper/modify downloaded price bid template in any manner. In case, if the same is found to be tampered/ modified in any manner, tender of the concerned will be completely rejected and bidder is liable to be banned from doing business with ICAR-N.R.R.I.
28. Our Institute is Registered with DSIR and we are exempted from Excise Duty & Custom Duty. Hence, CDEC/DSIR will be provided to the firm, if demanded. Rates should be quoted accordingly.
29. The Director, I.C.A.R. ó National Rice Research Institute, Cuttack reserves the right to reject any one or all of the quotations received without assigning any reason thereof.
30. Dispute resolution: Decision of Director of the Institute shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, Institute. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996. The seat of Arbitration will be Cuttack and language will be English. Laws of India will be applicable.
31. In the event of any dispute the legal matter shall be subjected to the jurisdiction of the Court located in Cuttack only

Place: NRRI, Cuttack

Date: 11/06/2021

Digitally signed by :

Date :2021

Location : NRRI



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Department of Agricultural Research and Education (DARE),

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E-mail: crriict@nic.in

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



INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. For Online Bid Submission as per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL:[http://eprocure.gov.in/eprocure /app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. More information useful for submitting the online bids on the CPP Portal is available/ obtained at [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app).

Registration of Bidders for Submission of On-line Bids:

1. 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 [Click here to Enroll](#). Enrollment on the CPP Portal is free of charge.
2. 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 any tender stipulate any condition of his own, such conditional tender is liable to be rejected.
3. The item should be delivered at ICAR-N.R.R.I., Cuttack ó 753006 as per terms & conditions and the supplier shall be responsible for any damage during the transit of goods.
4. All the tender documents & price bid to be uploaded as per this tender are to be digitally signed by the bidder.
5. All the communications with respect to the tender shall be addressed to: The Head of Office, ICAR-N.R.R.I., Cuttack ó 753006.

DOCUMENTS TO BE UPLOADED ONLINE

(A) TECHNICAL BID (In pdf format only)

1. Compliance Statement (Annexure-I).
2. Scanned copy of Bidders Profile duly filled (Annexure-II).
3. Tender Acceptance letter (Annexure-III).
4. Bid Security Declaration (Annexure-IV)
5. Certificate of Price Justification (Annexure-V).
6. Scanned copy of Firms registration, PAN Card, GST No., ITR for last 3 years etc.
7. Original Equipment Manufacturer Certificate.

(B) FINANCIAL BID / BOQ (In xls. Format only)

- (a) Financial Bid as BoQ_XXXX.xls to be filled online & submitted. Please note that the file name should not be changed.

Tender Inviting Authority: The Director, ICAR-N.R.R.I., Cuttack.

Name of Work: Day-to-Day Maintenance work of EPABX systems of National Rice Research Institute, Cuttack.

Contract No: 07/Store/EPABX/NRRI/2021-22

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.

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

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

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

Compliance Statement

Sl. No	Description	Complied (YES/ NO)
1.	<p>The rate for providing maintenance work regularly in all working days during hours for attending the following works at EPABX & its extension and cable lines at NRRI, Cuttack.</p> <p>(i) Day-to-Day routine check-up and maintenance of telephone instruments (ii) Fault finding, trouble shooting, cable repairing and stretching of drop wire and cable wire where ever required. (iii) Attending overhead cable fault and joints. (iv) Affecting change in extension number and introducing new extension lines. (v) Attending faults at junction box and repair sound quality & transmission faults.</p>	

ANNEXURE – II

Bidders Profile

I/We (Name & Designation) _____ of
M/S_____ hereby submit
the following details of our profile. It is also certified that as on this date the information furnished in
this form about the firm are accurate and true to the best of my/our knowledge. I/we shall be
responsible for any information if found false or incorrect.

Name of the Bidder	:	
Name of the Firm & Address with phone, Fax No. E. Mail addresses (Attach proof).	:	
Category No. name of the Brand offered	:	
Permanent Account Number (PAN)	:	
GST Number	:	
Whether any penalty imposed during the last five years by any organization. If so, give details indicating name of organization that inflicted the penalty, date, and the reasons thereof (Attach copy)	:	
Bank details for e-payment	:	
Whether you are: i) Manufacturer of the products quoted, or ii) Manufacturer's authorized agent for those products, (attach proof in case of authorized agent)	:	
Signature of Witness Name & Address of Witness	:	Signature of Bidder: Full Name, designation & address of the person signing above for and on behalf of M/s..... (Name & Address of the Bidding Firm)

TENDER ACCEPTANCE LETTER
(To be given on Company letter head)

To,

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

Sub: Acceptance of terms and Conditions of tender.

Tender Reference No:

Name of the tender/work:-

Sir,

1. I/we have downloaded the tender documents for the above mentioned Tender/work from the website namely:

as per your advertisement, given in the above mentioned website(s).

2. I/we hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedules(s), etc.) which form part of the contract agreement and I/we shall abide hereby the terms/ conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender conditions of above mentioned tender document (s)/ corrigendum(s) in its totality /entirety.
5. I/we do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/ Public Sector Undertaking.
6. I/we certify that all information furnished by our Firm is true and correct and in the event the information is found to be incorrect/ untrue or found violated, then your department/ organization shall without giving any notice or reason thereof or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

TENDERER'S NAME & SIGNATURE WITH SEAL

ANNEXURE-IV

BID SECURITY DECLARATION

We M/s. _____ do hereby declare that if we withdraw or modify our bid during period of validity, we shall be suspended for the time specified in the tender documents.

Signature with seal of the Bidder

Date:

Place:

Note: This letter of authority should be on the **letterhead of the quoting firm** and should be signed by a person competent and having the power of attorney to bind the same.

ANNEXURE-V

CERTIFICATE OF PRICE JUSTIFICATION

NIT No. :

I/We/, M/S -----
certify that the rates provided are our best rates and we have not given these materials to any Government Department/ PSU/ Institution for lesser than these rates in last one year.

SIGNATURE AND STAMP OF THE BIDDER

Instructions for Online Bid Submission

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). 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: <http://eprocure.gov.in/eprocure/app>.

REGISTRATION:

1. 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 "Click here to Enroll" on the CPP Portal is free of charge.
2. As part of the enrollment 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 enrollment, 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 / TCS / 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 DSC s 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 "My Tenders" 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 formats. Bid documents may be scanned with 100 dpi with black and white option.
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 "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" 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 login to 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.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bid in the format provided and no other format is acceptable. The 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 the name of the bidder) No other details should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BOQ file found to be modified by the bidder, the bid will be rejected.
4. The server time (which is displayed on the bidders 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.
5. 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 bid is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
6. The uploaded tender documents must become readable only after the tender opening by the authorized bid openers.
7. Upon the successful and timely submission of bids i.e. after Clicking "Freeze Bid Submission: 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.
8. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

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 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. The contact number for the helpdesk is 1204200462

General Instructions to the Bidders

1. The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in pdf format.
2. Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the website <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".
3. Tenderer are advised to follow the instructions provided in the "Instructions to the Tenderer" for the e-submission of the bids online through the Central Public Procurement Portal for e- Procurement at <http://eprocure.gov.in/eprocure/app>

**KIND ATTENTION: FOR TAKING ASSISTANCE, IF ANY
CPP Portal website: www.eprocure.gov.in**