



भा. कृ. अनु. प. - राष्ट्रीय मिथुन अनुसंधान केंद्र
ICAR – NATIONAL RESEARCH CENTRE ON MITHUN
मेड्जीफेमा, दीमापुर-797106, नागालैंड (भारत)
Medziphema, Dimapur-797106, Nagaland (India)



Tel. No. 03862-247340

F.No.NRCM(S)102/2017

Date:31.10.2017

e-TENDER BIDDING DOCUMENT

Critical Date Sheet

Tender No.	F.No.NRCM(S)102/2017
Date of release of Tender through e-procurement	01.11.2017 at 10:30 AM
Bid Submission start date & time	01.11.2017 at 10:30 A.M.
Last date of query/clarification by the bidder	22.11.2017 at 2:00 P.M.
Last date & time for submission of bid	22.11.2017 at 2:30 PM.
Date & time for opening of technical bid	23.11.2017 at 3:00 PM.
Address for Communication	Director, ICAR-National Research Centre on Mithun, Medziphema, Dimapur, Nagaland – 797 106



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F.No.NRCM(S)102/2017

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NOTICE FOR INVITING TENDER THROUGH E-PROCUREMENT

Online Bids are invited from interested firms/supplier under two bid systems for procurement **PADDY STRAW (1200 quintals)** at ICAR-NRC on Mithun, Medziphema, Nagaland.

The **CRITICAL DATE SHEET** of the e-tender is given below:

CRITICAL DATE SHEET

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1. The Tender form/bidding documents may be downloaded from the Institute website www.nrcmithun.res.in and <https://eprocure.gov.in/eprocure/app>. Online submission of Bids through **Central Public Procurement Portal (https://eprocure.gov.in/eprocure/app)** is mandatory. Manual/Offline bids shall not be accepted under any circumstances.
2. Tenderers/bidders are requested to visit the above website regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
3. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Institute reserves the right to accept or reject any or all the tenders.
4. The interested bidders are required to compulsorily deposit the Tender Fee of Rs.1000/- (Non-refundable) and Earnest Money Deposit (EMD) of Rs.12,800/- (refundable) in any of the following ways:
 - a) Demand Draft/FDR-TDR/BG from any of the Commercial bank in favour of **DIRECTOR - NRCM payable at SBI, Medziphema Branch, (Code – 06759)**. The Demand Draft/ FD -TDR/BG may be sent by speed post/Regd. Post or submit in person to the Admin. Officer, ICAR-NRC on Mithun on or before the bid opening date & time as mentioned in the

Critical Date Sheet. Tender fee & EMD submitted through Courier Services will not be accepted.

- b) Bank Transfer/Deposit in the Institute Bank A/c **No.11667721897, SBI, Medziphema Branch, IFSC –SBIN0006759.**
 - c) The Tender Fee & EMD may also be deposited through the POS Machine available with the Cashier of the Institute.
5. The payment of the Tender Fee & EMD by any of the above modes has to be invariably made on or before the bid opening date & time as mentioned in the Critical Date Sheet.
 6. Bidders need not come at the time of Technical as well as Financial Bid opening at ICAR-NRCM. They can view live bid opening after logging in on CPPP e-procurement portal at their remote end. If bidder wants to join bid opening at ICAR-NRCM then they have to come with bid acknowledgment slip that is generated after successfully submission of online bid.

Sd/-
Administrative Officer

PREPARATION OF BID

I. The bid will comprise of two separate parts, Technical Bid and Financial Bid (BOQ). Document Comprising the Bid (The firms are required to upload scanned copies of the following documents):-

I.1 Technical Bid:

1. Scanned copy of Tender fee and Earnest Money Deposit (EMD)/its exemption certificate, if any.
2. Scan copy of firm/agency registration/trade license certificate.
3. Scanned copy of PAN Card.
4. Scanned copy of GST allotted to the firm.
5. Scanned copy of Income Tax Statement for the last two/three years (if applicable).
6. Scanned copy of Income Tax Exemption /Certificate (if exempted).
7. Scanned copy of duly filled and signed Annexure I.
8. Scanned copy of duly filled and signed undertaking Annexure II.
9. Scanned copy of duly filled and signed Tender Acceptance Letter Annexure – III.
10. Scanned copy of Compliance Report as per schedule of requirement Section – 1.

I.2 Financial Bid:-

1. Price Bid as BoQ .xls (As per instruction contained in Section – 2.
2. Bid sent by fax/telex/cable shall be rejected.
3. **Price Bid or any other documents exhibiting the price should not be attached with the Technical Bid.**

II. Terms & conditions:

1. Price quoted must be given per quintal basis and must be inclusive of transportation, loading, unloading, taxes etc. as may be applicable.
2. The paddy straw should be of good quality and well dried (moisture content – 15.18%).
3. No enhancement of rate at the time of supply of the articles will be entertained.
4. All bidders should give an undertaking that they fully and unconditionally agree to abide by all the terms and conditions which if needed may be modified at the discretion of the Competent Authority, in supply order, for which confirmation from the supplier shall be taken.
5. In case, the successful bidder fails to supply the items within the stipulated time/period, the Security Money deposited shall be forfeited and no representation in this regard shall be entertained in future.
6. Non-submission of the undertaking may lead to rejection/non-consideration of the tender.
7. Payment shall be made only on the completion of the supply in good condition as per verified weight/measurement.

8. Director, ICAR-NRCM Medziphema, Nagaland reserves the right to enhance/reduce the quantity of the demanded items and accept/reject entire or a part of the tender (S) submitted, without assigning any reasons, thereof.
9. In case of any dispute, the decision of the Director, NRCM, Medziphema, Nagaland shall be final and binding on either side.
10. Prices quoted shall be on FOR, Medziphema, Nagaland and kept open for at least 90 days from the date of opening of tenders.

Administrative Officer
Signature of the Purchaser
(for and on behalf of Director, ICAR-NRCM)
Telephone No: 03862-247327

SECTION - 1

LIST OF REQUIREMENTS

“PADDY STRAW”

Sl.No.	Description of goods	Quantity
1.	Paddy Straw: Moisture Content – 15.18%	1200 quintal

SECTION-2

PRICE BID

To be quoted separately in the excel sheet provided as BOQ (Financial Bid)

and uploaded in the CPP Portal

IN THE FIRM LETTER HEAD

Name of the Firm _____

Registered/Postal Address _____

1.	Permanent Account Number (PAN)	
2.	GST Registration No. (if applicable)	
3.	Bank Details	
(i)	Bank Name	
(ii)	Branch Address	
(iii)	Account Number	
(iv)	Type of Account: (Current/Saving)	
(v)	MICR No.	
(vi)	RTGS/NEFT code	

Date: Name of the Authorized Signatory

Place: Stamp & Signature

UNDERTAKING (to be submitted in Agency/firm's letter pad)

I/We have read and understood ICAR-NRC on Mithun's General Terms and Conditions contained in the application form. I/We do hereby declare that all the details provided in this application form are true to the best of my/our knowledge and belief and any mis-representation of facts will render me/us liable to any action as may be deemed fit by ICAR-NRC on Mithun.

I/We do hereby also accept ICAR-NRC on Mithun have the right to accept or reject this application and not to issue invitation to tender me/us.

I/We undertake to communicate promptly to ICAR-NRC on Mithun any change in the condition or working of the firm. It is certified that we have not been blacklisted by any organization of Government of India including Central Vigilance Commission (CVC) in the last three years. The undersigned is fully authorized, he/she represent. I/We authorized ICAR to approach individuals, employees, firms and corporations to verify our competence and general reputation.

Signature.....

Name:.....

Designation:.....

Address:.....

Place:.....

Date:.....

TENDER ACCEPTANCE LETTER
(To be given on Company/Firm Letter Head)

Date:.....

To

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No. _____

Name of Tender/Work:

Dear Sir,

I/ We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/work' from the web site(s) namely:

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

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 lime annexure(s), etc. which form part of the contract agreement and I/We shall abide hereby the terms/conditions/clauses contained therein.

The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.

I/W hereby unconditionally accept the tender conditions of above mention tender documents/corrigendum(s) in its totality/entirely.

I/We do hereby declare that our Firm has not been black-listed/debarred by any Govt. Department/Public Sector Undertaking.

I/We certify that all information furnished by our Firm is true & correct and in the event that 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 that 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,

(Signature of the Bidder, with Official 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

- 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 ‘**Online Bidder Enrollment**’ on the CPP Portal which is free of charge.
- As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 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.
- 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.
- 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.
- Bidder then logs in to the site through the secured log-in by entering their users ID/password and the password of the DSC/e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 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.
- 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.
- 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

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

- 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.
- 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.
- 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' or 'other important Documents' 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

- 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.
- The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- Bidder has to select the payment option as 'offline' to pay the tender fee/EMD as applicable and enter details of the instrument.
- 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.
- 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) cell 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.
- 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.
- 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 openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 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 and a bid summary will be displayed with the bid no. and the date and time of submission of the bid with all other relevant details.
- The bid summary has to 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.

ASSISSTANCE TO BIDDERS

- Any queries relating to the tender documents and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contract person indicated in the tender.
- **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 Nos. 0120-4200462/0120-4001002 or Mobile No. +91 8826246593.**
