

National Research Centre on Plant Biotechnology
(Indian Council of Agricultural Research)
Department of Agricultural Research and Education (DARE),
L B S Building, IARI Campus,
New Delhi – 110 012, India.

BID DOCUMENT

NAME OF WORK: Purchase of Thermal Cycler

Tender Inquiry No: 6-86/17-NRCPB

Tender published at Website
<https://eprocure.gov.in>
<http://nrpcb.res.in>

[Email:rajeshksharma1959@gmail.com](mailto:rajeshksharma1959@gmail.com), rajesh.sharma@icar.gov.in

Website: www.nrpcb.res.in

Tel.No: 011 – 25843533

Telefax : 011-2584 3984

CPPP Helpline No : 1800-3070-2232, 0120-4200462
0120- 4001002

INDEX

S. No.	Description	Page Nos.
1	Notice Inviting Tender	3
2	General Instructions to the Tenderers (GIT)	4 – 12
3	Commercial and General Terms & Conditions	13 – 21
4	Specifications of the Equipment (Annexure – I)	22 – 22
5	Agreed Terms and Conditions (Annexure – II)	23 – 24
6	Vendor Details (Annexure – III)	25 – 26
7	Undertaking from Tenderers (Annexure – IV)	27 – 29
8	Checklist (Annexure – V)	30 – 31
9	Affidavit Regarding Blacklisting (Annexure – VI)	32
10	Benefits to MSE's (Annexure – VII)	33 – 34
11	Online Bid Submission Details (Annexure – VIII)	35
12	Essential Technical condition to be fulfilled by the bidder for opening of financial bid	36
13	Instructions for online Bid Submission	37-39

**National Research Centre on Plant Biotechnology
(Indian Council of Agricultural Research)**

Department of Agricultural Research and Education (DARE),

L B S Building, IARI Campus

New Delhi – 110 012, India.

NRCPB E-Tender

Tender No: 6-86/17-NRCPB

Date: 06/02/2018

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 Thermal Cyclor** at NRCPB, New Delhi-110012.

Tender Inquiry

Critical Dates			
S.No.	Particulars	Date	Time
01	Date of Publishing	06-02-2018	18:00
02	Bid Document Download Start Date (Online)	07-02-2018	09:00
03	Pre Bid Meeting (If any)- LBS Building, Committee Room No: 127, Ist Floor, Pusa, New Delhi.	12-02-2018	11:00
04	Last Date for issue corrigendum, clarification, addendum if any	16-02-2018	17:00
05	Bid Submission Start Date (Online)	07-02-2018	17:30
06	Bid Submission End Date (Online)	26-02-2018	11:00
07	Receipt of EMD at NRCPB, New Delhi	26-02-2018	11:00
08	Date of Technical Bid Opening (Online)	27-02-2018	11:00
09	Date of Opening of financial bid	To be notified separately	

Address for Communication- Sr. Administrative Officer (Rajesh Kumar Sharma)
LBS Building, Room No. 232, Pusa, IARI, New Delhi.
Phone No. 011-25843533. Mobile No. 9990617637

Tender Fees – Exempted and Earnest Money Deposit – Rs 25,000/-

Tender Fees and EMD should reach this office in the form of Demand Draft drawn in favour of Project Director, NRCPB, New Delhi on or before 26-02-2018 – 11:00 A.M.

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 'Instructions for online Bid Submission'.
2. Only bids received on our e-tendering portal will be considered for opening. Bids in any physical form sent through fax/email/courier/post/delivered personally will not be considered.
3. NRCPB reserves the right to accept / reject any/all tenders in part/full without assigning any reason thereof.
4. NRCPB will not be responsible for any delay in enrollment or submission of the offer/up-loading the offer on our e-tender portal for any reason whatsoever. Hence vendors are advised to register in our e-tendering website <https://eprocure.gov.in> & enroll their Digital Signature Certificate (Class – II or above) and upload their quotations well in advance to avoid last minute problems.
5. Any Addendum/Corrigendum date extension in respect of above tender shall be issued on our website www.nrcpb.res.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: New Delhi

Date: 06-02-2018

Digitally signed by:

Date :2018

Location : NRCPB

National Research Centre on Plant Biotechnology
(Indian Council of Agricultural Research)
Department of Agricultural Research and Education (DARE),
L B S Building, IARI, Campus, New Delhi – 110012.

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. “Purchaser” means the organization National Research Centre on Plant Biotechnology an Institute under Indian Council of Agricultural Research, Krishi Bhawan, New Delhi with its office located in LBS building, IARI Campus, New Delhi-110 012 purchasing goods and services as incorporated in the Tender document.
- b. “Tender” means Bids / Quotation / Tender received from a Firm / Bidder / Manufacturer.
- c. “Bidder” means Bidder / the Individual or Firm submitting Bids / Quotation / Tender.
- d. “Supplier” means the individual or the firm supplying the goods and services as incorporated in the contract.
- e. “Goods” 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. “Services” 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 / Monetary or Financial guarantee to be furnished by a bidder along with its tender.
- h. “Contract” 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. “Performance Security” means monetary or financial guarantee to be furnished by the successful bidder for due performance of the contract placed on it.

- j. "Consignee" 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 "another" person is the consignee, also known as Ultimate Consignee.
- k. "Specification" means the document/standard that prescribes the requirement with which goods or service has to conform.
- l. "Inspection" 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.
- m. "Day" means calendar day

1.3. **Abbreviations:**

- a. "TE Document" means Tender Enquiry Document
- b. "NIT" means Notice Inviting Tenders
- c. "GIT" means General Instructions for Tenderer
- d. "SIT" means Special Instructions for Tenderer
- e. "GCC" means General Conditions of Contract
- f. "FOB" means Free on Board
- g. "F.O.R" means Free on Rail
- h. "LC" means Letter of Credit
- i. "AMC" means Annual Maintenance Contract
- j. "PSU" means Public Sector Unit
- k. "BG" means Bank Guarantee
- l. "CIF" means Cost, Insurance and Freight
- m. "CIP" means Carriage and Insurance
- n. "NRCPB" means National Research Centre on Plant Biotechnology, New Delhi - 110012
- o. "CMC" means Comprehensive Maintenance Contract (Including all spares, labour and preventive maintenance)
- p. "RT" means Re-Tender
- q. "CA" means Chartered Accountant
- r. "JV" means Joint Ventures

- s. “MOU” means Memorandum of Understanding
- t. “CPP” means Central Procurement Portal
- u. “GFR” means General Financial Rules
- v. “CBI” means Central Bureau of Investigation

2. **Introduction:**

- 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 work, 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 NRCPB 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 NRCPB. Any breach of this condition by the bidder shall render him ineligible. By the term ‘near relative’, 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 works with minimum experience of 05 (Five) years. The bidder should have sufficient Infrastructure, technical expertise and financial strength to undertake the contract.
- 3.2. Minimum AVERAGE ANNUAL TURNOVER of Rs. 50 lakhs in the last 3 financial years. (Balance sheet/CA certificate to be enclosed, duly supported by the income tax return for financial years last 3(three).
 - a. Bidder/Tenderer must provide the information on the similar works completed successfully & satisfactory in last 3 years.10 minimum installation Bidder/Tenderer must submit satisfactory documentary proof from end-users.
 - b. List of Organizations/Customers dealt by them.
 - c. Last Three year’s copies of Income Tax Return Form and PAN number, as per government norms.
 - d. Copy of Registration of Firm with CST/GST/VAT Nos.

NOTE:

- The work 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 “Eligibility Criteria” 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, 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)).
6. The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates.

More information useful for submitting online bids on the CPP Portal may be obtained at <http://eprocure.gov.in/eprocure/app> **For Registration:**

Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.

7. The intending Tenderer, in case of Authorized Distributor/ Authorized Dealer shall possess valid authorized Distributorship /Dealership license from Principal Manufacturers. The tenderer shall enclose the copy of the same in the bid 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 any Tenderer stipulates any condition of his own, such conditional tender is liable to be rejected.
12. Project Director, NRCPB, reserves the right to reject any tender/bid wholly or partly without assigning any reason.
13. The Technical Evaluation Committee constituted by the Project Director, NRCPB shall have the right to verify the particulars furnished by the bidder independently.
14. Tenderer shall take into account all costs including installation, cartage etc. for giving delivery of material at site i.e. NRCPB, New Delhi-110 012 before quoting the rates.

15. No claim for any extra payment for any reason shall be entertained.
16. The supply should be delivered at NRCPB, New Delhi-110 012 free of transport charges and the supplier shall be responsible for loss or damage during the transit of goods.
17. The material shall be inspected by Stores, on receipt at site, NRCPB, New Delhi-110012 and supplier shall be responsible for any damage during the transit of goods.
18. All the communication with respect to the tender shall be addressed to:

**THE SENIOR ADMINISTRATIVE OFFICER,
National Research Centre on Plant Biotechnology
R. No. -232, LBS Building, IARI Campus,
New Delhi – 110012**

19. In the event of any dispute the legal matter shall be subjected to the jurisdiction of New Delhi Court only.
20. At any time prior to the deadline for submission of Bids, NRCPB 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 shall 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 120 days after award of contract.**

The bidder shall furnish following documents along with the technical bid:

- a) Scanned Copy of EMD of requisite amount.
- b) Proof of satisfactory execution and completion of similar works during last Three Years.
- c) Copies of original 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.
- d) Copies of Income Tax Return & Service Tax for the last 5 five years.
- e) Self attested copy of PAN card under Income Tax Act.
- f) Self attested coy of Service Tax Registration Number
- g) Self attested copy of valid registration certificate/license with the appropriate authority.

The bid shall be rejected if the documents are found false or fake. If at a later stage, the documents submitted are found false or fake, the Contract shall be terminated and performance bank guarantee will be forfeited. Also, the Contractor shall be fined as deemed appropriate by the employer for breach of trust.

23. Availability of Funds:

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 website <https://eprocure.gov.in>

25. Language of the Bid:

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:

1. All the rates and amount shall be quoted in whole denomination of the Indian Rupee.
2. No amount shall be paid to the Contractor for the item for which no rate or amount is quoted by the Bidder, but the contractor shall be bound to do that job/work free of cost (on zero amount).
3. The bidder shall be deemed to have satisfied himself before Bidding as to the correctness and sufficiency of his bid for the works and of the rates & amount quoted in the schedules of works, which rates & amounts, shall, except as otherwise provided, cover all his obligations under the contract and all matters and thing necessary for the proper completion of the work as aforesaid in accordance with good practices and recognized principles.
4. In case of any bid where unit rate of any item appears unrealistic, such bid shall be considered unbalanced and non-responsive. The employer may ask for providing satisfactory explanation for such unrealistic quoted rate. If bidder is unable to provide satisfactory reply with supporting analysis of rates, the bid shall be rejected.
5. Each bidder shall submit only one bid for this work. A bidder who submits more than one bid for this work will attract disqualification and rejection of all of his bids.
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.
7. The bid shall contain no interlineations, erasures or overwriting except corrections as necessary to correct the errors made by the Bidder, in which case such 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 employer.

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 works 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. IF REQUIRED, 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 Project Director 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. If the present performance of the bidder in a current contract for any major work is unsatisfactory as certified by the any authority of the relevant work, the offer of the bidder will be summarily rejected without assigning any reasons thereof.
- 30.7. The bidders shall quote the rates only for the items mentioned in the schedule of rates in excel format provided along with this tender.
- 30.8. Conditional offers are liable for rejection.
- 30.9. Any effort by abider to influence the NRCPB, New delhi in the process of examination, clarification, evaluation and comparison of tenders, and in decisions concerning award of contract, may result in rejection of the bidder's tender.
- 30.10. 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.
- 30.11. Evaluation of bids shall be carried out by a committee as per evaluation criteria. The decision of the Employer 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 NRCPB prior to expiration of the Bid validity period through the work order.
- 31.3. The Bidder shall promptly check their e-mailbox registered with CPP Portal for receipt of any information/clarification/correspondence in respect of their bid. The NRCPB 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. NRCPB 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 NRCPB 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 bank guarantee, amounting to 10% of the tender value.
- 31.9. The Agreement will incorporate all correspondences between the employer and the successful bidder. It will be signed by the employer 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 Bank Guarantee valid up to 03(Three) months beyond the date of completion of warranty.

32. **Late Bid:**

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

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

- 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. **Return of Earnest Money Deposit:**

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

35. **Publication of Tender Result:**

- 35.1. The name of the successful bidder(s) receiving the contract(s) will be published on <http://www.nrcpb.res.in> and <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.

37. The tenderer / supplier has to give an affidavit on non-judicial stamp paper of Rs.10/- that there is no vigilance / CBI case pending against the firm / supplier and the firm has not been black-listed in the past by any Government or Private Organization.

TENDERER'S NAME & SIGNATURE WITH SEAL

National Research Centre on Plant Biotechnology
(Indian Council of Agricultural Research)
Department of Agricultural Research and Education (DARE), Ministry
L B S Building, New Delhi – 110 012, India.

COMMERCIAL AND GENERAL TERMS & CONDITIONS

Nature of Items:

For supply & installation of goods/ instrument with specifications as mentioned in Annexure – 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 Project Director, NRCPB, New Delhi 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 NRCPB New Delhi.
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 in NRCPB of the bid. 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 NRCPB, who submit requisite EMD, tender fee, 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 NRCPB 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
- d) the NRCPB will in no case be responsible or liable for these cost, regardless of the conduct or
- e) outcome of the tendering process.

4. Submission of Bids:

- a) Only bids received on E-tendering portal will be considered for opening. Bids in any physical form sent through fax/email/courier/post/delivered personally will not be considered.
- b) 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.
- c) While submitting the bids online, the bidder shall read the terms & conditions (of CPP Portal) and accept the same in order to proceed further to submit their bid.
- d) Bidder shall select the payment option as offline to pay the Tender Fee/EMD and enter details of the Demand Draft/Bank Guarantee.
- e) 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.
- f) 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 Earnest Money amount must be furnished as mentioned in the General and Commercial Terms and Conditions of the contract.
- b) Bidder/Agent who quotes for goods manufactured by other manufacturer shall furnish valid Manufacturer's Authorization Form.
- c) Performance Statement with relevant copies of orders and end users satisfaction certificate.
- d) Please refer to Checklist as per Annexure – V for list of documents.

B) Cover -2 (Price Bid):

The price must be quoted only in the price bid format attached as BOQ. **Please quote the prices F.O.R. and up to NRCPB, New Delhi-110 012.**

C) Bid Price:

The Bidder shall indicate on the Price Schedule the unit price and total bid prices of the goods it proposes to supply under the Contract. To this end, the Bidders are allowed the option to submit the bids for any or more schedule specified in the 'Schedule of Requirement' and to offer discounts for combined schedules. However, Bidders shall quote for the complete requirement of goods and services specified under each schedule on a single responsibility basis, failing which such bids (for the schedule in question) will not be account for evaluation and will not be considered for award.

Prices indicated on the price schedule shall be entered separately in the following manner:

(I) For goods offered from within India –

- (a) The process of the goods quoted ex-factory, ex-showroom, ex-warehouse or off-the-shelf, as applicable, including customs, excise and any other duties and sales and other taxes already paid or payable on the components and raw material used in the manufacture or assembly of the goods quoted ex-factory or on the previously imported goods of foreign origin quoted ex- showroom, ex-warehouse of off-the-shelf.
- (b) any sales or other taxes/duties including excise duty, which will be payable on the goods in India, if the contract is awarded.
- (c) charges for inland transportation, insurance and other local costs incidental to delivery of goods to their final destination. The final destination is specified in the Schedule of Requirements
And
- (d) The price of incidental services as and if listed in Scheduled of Requirements.
- (e) Any element of cost, taxes, duties, levies etc. not specifically indicated in the bid, shall not be paid by the purchaser.

(II) For goods offered from aboard-

- (a) the price of goods shall be quoted CIF port of entry in India or CIP named place of destination in India as and if specified in the **Schedule of Requirements**. In quoting the prices, the bidder shall use ocean transportation through Indian flag vessels of Indian origin or through vessels of Shipping Conference Lines in which India is a member country. Similarly, the bidder may obtain insurance services from any nationalized insurance company in India.
- (b) The price of goods shall be quoted FOB port of shipment, as and if specified in the **Schedule of Requirements**.
- (c) Charges for inland transportation, insurance and other local costs incidental to delivery of the goods from the port of entry in India to their final destination, which is specified in the **Schedule of Requirements**.
And
- (d) the price of incidental services as and if listed in the **Schedule of Requirements**.
- (e) Any element of cost, taxes, duties, levies etc. not specifically indicated in the bid, shall not be paid by the purchaser.

- (f) The terms FOB, CIF, CIP etc. shall be governed by the rules & regulations prescribed in the current edition of INCOTRERMS, published by the International Chamber of Commerce, Paris
- (g) The bidder's separation of the price components in accordance with ITB clause above will be solely for the purpose of facilitating the comparison of bids by the purchaser and will not in any way limit the purchaser's right to contract on any of the terms offered.
- (i) Prices quoted by the bidder shall remain firm and fixed during the currency of the contract and not subject to variation on any account, unless otherwise specified in the **Schedule of Requirements**. If the requirements is for a fixed prices bid, a bid submitted with an adjustable price quotation will be treated as non-responsive and rejected, pursuant to ITB clause 23.

D) Bid currencies

For domestic goods prices shall be quoted in Indian Rupees only. Commission for Indian Agent, if payable shall also be quoted in Indian Rupees only in a manner as specified in ITB Clause No. 12.2 For imported goods prices shall be quoted either in Indian Rupees or in the currency of the country of origin of goods. Bids, where prices are quoted in any other way shall be treated as non-responsive and rejected.

E) Indian Agent

1. If a foreign bidder has engaged an agent in India in connection with its bid, it will be required to give the following information in the Bid.
 - i) the name and address of the Indian agent with their permanent income tax number.
 - ii) The details of the services the agent will render.
 - iii) The amount of remuneration for the agent, included in the FOB component of the bid price.
2. The agency commission shall be indicated in the space provided for the price schedule and will be paid to the bidder's agent in Indian rupees using the telegraphic transfer buying rate of exchange ruling on the date of award of contract and shall not be subject to any further exchange variation.

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 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 NRCPB 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 – I of the tender documents and shall be guaranteed against defective design, defective quality material supplied, manufacturing defects etc.,
- b) Warranty has to be provided for a minimum period of 2 years from the date of supply and successful installation of the goods supplied.
- c) Warranty shall have to be On-site warranty.
- 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 replacement equipment and any other details of the call to NRCPB.
- 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 their 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. NRCPB, New Delhi-110012.
- b) The tenderer shall submit the copy of PAN Number, TIN Number registration details, Bank details along with the tender.
- c) All duties, Taxes and other levies payable by the bidder under the Contract shall be included in the Total Price.

11. Delivery:

- a) The delivery of items securely and neatly packed should be made at NRCPB, New Delhi-110012.
- b) The successful tenderer shall complete supplies strictly within the accepted delivery period. Material ordered by the NRCPB shall be delivered FOR destination securely packed as may be necessary.
- c) The items shall have to be delivered and installed at NRCPB, New Delhi-110012 to the satisfaction of Stores Team at NRCPB.
- d) Supply and Installation of equipment/ instrument has to be carried out free of charge at NRCPB, New Delhi-12.
- 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.

12. Payment:

- a) After successful installation of the material, payment will be made by NRCPB by NEFT Transfer to the bank account as mentioned in the bank mandate within a period of 30 days.
- b) The tenderer shall submit the documents which shall clearly indicate that the Proper Supply and Installation of instrument/ equipment has been done and the said document shall be duly acknowledged by the stores of NRCPB, New Delhi.

- c) 100% Payment shall be made only after supply of the items in good condition along with successful delivery of items and satisfactory Installation report received by competent authority.
No advance payment will be made.
- d) For imported equipment 90% payment on opening of letter of credit (LOC) and remaining 10% after installation and commissioning. Payment of Indian Components will be made after satisfactory installation.

13. 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 157 of General Financial Rules (GFR), 2005 (Rule 170 of 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 Bank Guarantee by way of Demand Draft drawn in favour of Project Director, NRCPB, New Delhi is to be sent to this office on or before the date specified in notice for tender (page – 3)
- d) The scanned copy of Earnest Money Deposit by way of Demand Draft Bank Guarantee 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.
- 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 – I**.
 - III. If the bidder delays supply beyond a reasonable time resulting in disruption of NRCPB works.

14. Performance Guarantee:

The successful bidder shall be required to submit a Performance Guarantee equivalent to 10% of the contract value in the form of Bank Guarantee/ Demand Draft Bank Guarantee which will remain valid for 3 (Three) months beyond the date of the completion of warranty.

15. Service Facility:

Contact details with addresses of service center nearest to New Delhi shall be provided along with the bid, in order to ensure proper and timely service.

16. Taxes:

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

17. 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) “Corrupt Practice” 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) “Fraudulent Practice” 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) NRCPB 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) NRCPB 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.

18. 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.

19. Claims:

- 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, NRCPB, New Delhi 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 NRCPB, 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 NRCPB, New Delhi-110012 premises.
- d) The supplier shall also compensate for losses, if any, sustained by NRCPB due to defective packing and/or wrong marking of the goods.

TENDERER'S NAME & SIGNATURE WITH SEAL

Technical Specifications for the supply of Thermal Cycler

S. No.	Name of the equipment	Specifications	Qty.
1	Thermal Cycler	<p>The System is a 96 well Thermal Cycler with 6 separate peltier blocks with sample capacity 96×0.2ml tubes or 96well plates.</p> <p>Each Veri-flex block to accommodate 16 wells and having the ability to set up PCR with a specific temperature differential of up to 5 degree centigrade between blocks.</p> <p>Run up to 6 separate temperatures in the same plate with user defined time to determine the optimal annealing temperatures.</p> <p>On board Tm calculator facility to approximate the optimal annealing temperature.</p> <p>Temperature Accuracy ±0.25° C (35-99.9° C)</p> <p>Block Average Heating/cooling rate: 4° C/sec</p> <p>Temperature Range 4.0° C to 99.9° C</p> <p>Temperature Uniformity <0.5° C</p> <p>Gradient Range 0.1° C to 25° C across the block.</p> <p>VGA colour touch screen allowing for easy intuitive graphical user interface programming.</p> <p>Choice of saving the methods up to 800 to the instrument or unlimited.</p> <p>Programmable heat lid cover from 50 degree to 105 degree centigrade for efficient PCR optimization.</p> <p>Scalability: capability to interlink up to 11PCR systems via single Ethernet hub.</p> <p>Auto-start on power failure.</p> <p>Portability: The system has a USB port to transfer methods from one machine to another.</p> <p>All necessary optimized reagents and plastic ware for standard and fast thermal cycling should be available.</p> <p>Companies or Authorized distributor of manufacturer should have atleast 10 years in manufacturing or selling the said instrument with proper document evidence.</p> <p>Should have atleast 200 installations of PCR in India.</p> <p>Warranty 2 years from the date of installation and it should be mentioned on the manufacturer brochure in writing.</p>	01

Kindly also see Eligibility Criteria.

TENDERER'S NAME & SIGNATURE WITH SEAL

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.

NRCPB'S Tender No.: 6-86/17-NRCPB

S. No.	Description/Tender Requirement	Vendor's Reply
Vendor 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 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 Research Centre on Plant Biotechnology, New Delhi 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.	

7.	Custom Duty- The Institute is eligible for and can provide necessary documentation for Custom and Octroi exemption on demand, if permitted under rule.	
8.	Please confirm that your firm have not been banned or delisted by any Government or Quasi Government agencies or PSUs. This does not necessarily be the cause for disqualification. However if this declaration is not furnished the bid may be rejected as non-responsive.	
9.	If your response to point no. 8 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.	
10.	Confirm unconditional acceptance that any bidder making a false claim would have its contract terminated forthwith, if detected later.	
11.	Confirm that you shall supply the requisite operation/maintenance manual with the Instrument as at Annexure - I	
12.	Confirm unconditional acceptance of 2 years of non-comprehensive services warranty	

TENDERER’S NAME & SIGNATURE WITH SEAL

On the Letterhead of the Vendor/Contractor/Supplier Details

Date:

To,
The Senior Administrative Officer,
National Research Centre on Plant Biotechnology
L.B.S. Building, IARI Campus,
New Delhi – 110 012.

Dear Sir,

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

<u>A. Vendor Details:</u>	
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	
<u>B. Particulars of Bank Account:</u>	
1. Bank Name	
2. Branch Name/Branch Code	
3. Branch Address	
4. 9 Digit MICR No. of Bank and Branch(As appearing on the cheque)	
5. Account Type (Savings/Cash credit/Current)	
6.Account Number (as appearing on the cheque book)	
7.IFSC Code of the Branch (For RTGS)	
8.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:

Encl: Photocopy of cheque duly cancelled and copy of Indian PAN Card.

(Undertaking from Tenderers)

To,
The Senior Administrative Officer,
National Research Centre on Plant Biotechnology,
RNo -232, L B S Building, IARI Campus,
New Delhi – 110 012

Sir,

Nature of Goods/Equipment's/instruments:Supply/Installation/ goods as mentioned at Annexure-I at NRCPB, New Delhi-110 012

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 Equipments (Annexure – I) for which tender is issued
5. Price Bid

I/Wedo hereby submit tender in prescribed formats for Supply and Installation of Instruments to NRCPB, New Delhi-110 012, completed in all respects in accordance with the conditions applicable.

- I. **ADDITIONAL PURCHASE/WORK ORDER:**We understand that the NRCPB New Delhi, New Delhi,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 NRCPB New Delhi, New Delhi.
- II. **BID PRICING:**We further declare that the prices stated in our proposal are in accordance withyour 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 NRCPB New Delhi, New Delhi.
- III. **QUALIFYING DATA:**We confirm that we satisfy the qualifying criteria and have attached therequisite 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 Guarantee Bond in the form of DD Bank Guarantee for the amount of 10% 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 NRCPB New Delhi 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 NRCPB New Delhi is authorized to make enquiry to establish the facts claimed and obtained confidential reports from clients.
- c) 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 NRCPB New Delhi is also authorized to blacklist our firm/company/agency and debar us in participating in any tender/bid in future.
- d) 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.
- e) I / We assure the Institute that I / We will NOT be outsourcing any work specified in the tender document, to any other firm.
- f) Neither I/We, nor anybody on my /our behalf will indulge in any corrupt activities /practices in my /our dealing with the Institute.
- g) Our Firm / Company / Agency has not been blacklisted or banned by any Govt. Department, PSU, University, Autonomous Institute or any other Govt. Organization.
- h) 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.
- i) 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.
- j) We understand that you are not bound to accept the lowest or any bid you may receive.
- k) 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.
- l) I/We distinctly agree that I/We would hereafter make no claim or demand upon the NRCPB, New Delhi 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 this.....day of.....2016

TENDERER'S NAME & SIGNATURE WITH SEAL

**National Research Centre on Plant Biotechnology
(Indian Council of Agricultural Research)
Department of Agricultural Research and Education (DARE),
Ministry of Agriculture, Govt. of India
L B S Building, IARI Campus,
New Delhi–110012.**

CHECKLIST

Name of Bidder :

Name of Manufacturer :

S. No.	Activity	Yes/No/NA	Documents to be uploaded	Page No. in the uploaded Tender Docs.
1.	Have you enclosed Demand Draft Bank towards (drawn in favour of Project Director, ICAR unit-NRCPB) requisite EMD 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 6 Months 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 Manufacturer's 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**

(Name, address and Stamp of the tendering firm)

**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 NRCPB New Delhi 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 NRCPB New Delhi, and EMD/SD shall be forfeited. In addition to the above, NRCPB New Delhi, 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.

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 CompaNRCPBs) 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) / Tender cost and Security Deposit (SD) for MSE:

- a. Tenders shall be provided free of cost and tender documents are downloadable from the websites of NRCPB (<http://www.nrcpb.res.in>) and the Central Public Procurement Portal (CPPP) (<http://www.eprocure.gov.in/epublish/app>)
- b. MSE units qualifying as at (point no. 1) above shall be exempt from paying EMD.
- c. Additionally, MSEs registered with NSIC shall be exempt from paying Security Deposit up to the monetary limit mentioned in the certificate.

Bid Submission

Online Bid Submission:

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

<u>COVER - I</u>			
(Following documents to be provided as single PDF file)			
S.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
<u>COVER – II</u>			
S.No.	Types	Content	
1.	Financial Bid	Price bid (BOQ) may be submitted as an BOQ for item quoted as per ANNEXURE – I	EXCEL

TENDERER'S NAME & SIGNATURE WITH SEAL

Essential Technical condition to be fulfilled by the bidder for opening of financial bid

S.No.	Particulars	
1.	PAN No.	
2.	Goods and Service Tax no.	
3.	a) Certified copies of GST Registration No. with date of validity b) Central Sales Tax Registration No. c) Latest copy of Sales Tax Return	
4.	EMD of Rs. 25,000 deposited particulars	

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 “**Online bidder Enrollment**” 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 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/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 “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

- 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 “offline” to pay the tender fee / 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 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.
- 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 openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (ie 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.
- 9) 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.
