



## भारतीय कृषि अनुसंधान परिषद का पूर्वी अनुसंधान परिसर

### ICAR RESEARCH COMPLEX FOR EASTERN REGION

(भारतीय कृषि अनुसंधान परिषद INDIAN COUNCIL OF AGRICULTURAL RESEARCH)

आई.सी.ए.आर. परिसर, पोस्ट – बिहार भेटनरी कॉलेज, पटना – 800014 (बिहार), भारत  
ICAR Parisar, P/o - Bihar Veterinary Collage, Patna – 800 014 (Bihar), INDIA  
फोन सं.Phone No. (0612) 2226024, 2228882\*104, फैक्स सं.Fax No.2223956, Web-site: www.icarrcer.in

F.No. IRCER/2019-20/P&S-13(A)/Farm

Dated: 08.05.2019

### **NOTICE INVITING FOR TENDER**

The ICAR Research Complex for Eastern Region (ICAR-RCER), Patna is a public funded Research Organization under the Indian Council of Agricultural Research, Department of Agricultural Research and Education, Ministry of Agriculture and Farmers Welfare, Government of India. The Director, ICAR-RCER, Patna, Bihar, India, invites e-tenders through the website URL :<http://eprocure.gov.in/eprocure/app> under two bid systems from eligible and qualified bidders for **Annual Rate Contract for hiring of following machines at ICAR-RCER, Patna**. This is an online tender, where only e-Tender will be accepted and no offline/hard copies will be accepted.

A DD of Rs. 1000/- for tender processing fee (non refundable) and EMD (as mention in tender document) should be paid by offline mode in shape of Demand Draft in favour of “ICAR Unit ICAR-RCER, Patna” payable at “Patna”, Bihar only. Two bid system will be followed for all items. Please quote the rate in Indian Rupees only.

#### **CRITICAL DATE SHEET**

<b>Published Date</b>	<b>: 08.05.2019</b>
<b>Bid Document download/Sale start Date</b>	<b>: 08.05.2019</b>
<b>Clarification Start Date</b>	<b>: 08.05.2019</b>
<b>Bid Submission End Date</b>	<b>: 29.05.2019 (11.00 AM)</b>
<b>Bid Opening Date</b>	<b>: 30.05.2019 (11.00 AM)</b>

Tender Fee and EMD should be submitted to **Director, ICAR Research Complex for Eastern Region, ICAR Parisar, P.O.: Bihar Veterinary College, Patna – 800 014 (Bihar)**, by offline on or before Bid Submission End Date and time positively by Speed post/Registered Post/Courier only, otherwise respective tender will not be entertained. **The Tender Fee and EMD shall not be accepted by Hand.**

**Assistant Administrative Officer (P)**



**भारतीय कृषि अनुसंधान परिषद का पूर्वी अनुसंधान परिसर**  
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F.No. IRCER/2019-20/P&S-13(A)/Farm

Dated: 08.05.2019

**Sub: Annual Rate Contract for Hiring of Machines at ICAR- Research Complex for Eastern Region, Patna - reg.**

Dear Sir,

We have a requirement of below mentioned services for which you are invited to submit your most competitive bid/quotation for the same.

Sl. No.	Description of services	Approx. Quantity in Hours	E.M.D. (In Rs.)	Place of delivery	Delivery Schedule
1.	Hiring of JCB (Power:- 76 hp and above, Bucket Capacity:- 1 cubic meter, Interference Angle:- 120 Degree)	2000	40,000/-	ICAR-RCER, Patna including its Regional Centres at Ranchi, Darbhanga, KVK Buxar & Ramgarh	The machine is to be hired as and when required.
2.	Hiring of Poclain (Power:- 130 hp and above, Bucket Capacity:- 0.8 - 1.5 cubic meter, Interference Angle:- 120 Degree)	1000			
3.	Hiring of Tractor (55 hp and above) with Laser land Levellor	500			
4.	Hiring of Laser land levellor without Tractor	500			
5.	Hiring of Tractor (55 hp and above) with trolley (minimum 100 cft capacity)	1500			

**Note:- The approx. quantity may decrease or increase as per need based.**

**IMPORTANT NOTES:-**

1. Tender Documents can be downloaded from the ICAR-RCER website [www.icarrcer.in](http://www.icarrcer.in) or from the Central Public Procurement Portal URL:<http://eprocure.gov.in/eprocure/app>. Bidders should enrol/register in the e-procurement module of Central Public Procurement Portal through the website: URL:<http://eprocure.gov.in/eprocure/app> for participating in the bidding process. Bidders should also possess a valid Digital Signature Certificate (DSC) for online submission of bids.

2. Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.

3. **EMD defined on the Portal and as indicated in the EMD column of the above table should be submitted separately offline to the Director, ICAR-RCER, ICAR Parisar, P.O. Bihar Veterinary College, Patna- 800 014. In case of offered price is less than Rs.1,00,000/-, there is no need to submit EMD (Bid Security.)**

4. ICAR-RCER, Patna will not be responsible for any delay in enrolment / registration as bidder or submitting /uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website URL:<http://eprocure.gov.in/eprocure/app> and enroll their Digital Signature Certificate and upload their quotation well in advance.
5. Any change/corrigendum/extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.
6. The Director, ICAR-RCER, Patna reserves the right to accept/reject any or all the tenders in part/full without assigning any reason thereof.
7. If tenderer does not accept the offer, after issue of letter of award by Institute within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.
8. The Institute is **not bound to accept the lowest or any other tenders** and also reserve to itself the right of accepting the tenders in whole or in part. You are, however, at liberty to submit Tenders for the whole or any portion or to state in the tenders that the rates quoted shall apply only if the tenders are considered fully. Other conditional Tenders will not be accepted.
9. **Performance Security @ 5% of the anticipated overall drawal during the rate-contract period of one year, will be obtained at the time of award of rate-contract**, from the successful rate-contract awardee(s), in the shape of Demand Draft/Bank Guarantee drawn in favour of "ICAR Unit: ICAR-RCER, Patna" payable at Patna, *which will be refunded after satisfactory completion of rate-contract period of one year*. In the event of non-deposition of the same, the earnest money will be forfeited. The security shall be refunded to the contractor after satisfactory completion of the contract or adjusted against any damages or loss of property etc. caused by the personnel/machine deputed by the agency. No interest will be paid on the security money deposited with the Institute.
10. The GST or any other tax which is as per the rules of the Govt., shall be deducted at source from bills of the successful tenderer, as per rules/instructions made applicable from time to time by government.
11. Decision of the Director of the Institute shall be final for any aspect of the contract and binding to all parties. Disputes arising, *if any*, on the contract, will be settled at his/her level by mutual consultation and in case of failure of settlement, the dispute shall be referred to the sole arbitrator to be appointed by the Director of the Institute. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.

12. The evaluation of bids will be based on the lowest bid-price for individual items among the Technically responsive bidders, not to be based on consolidated lowest bid-price. As such, the Negotiation, if any, will be held only with the bidder, whose individual bid-price is found to be the lowest. While awarding the contract, the Institute may choose to delete certain items, if their respective bid-prices appear to be unreasonable.
- 13. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tender stipulate any condition of his own, such conditional tender is liable to be rejected.**
14. The Technical Committee constituted by the Director, ICAR-RCER, Patna shall have the right to verify the particulars furnished by the bidder independently.
15. Tenderer shall take in to account all costs including hiring of charges including POL, Labour Charges, transport, installation, commissioning, cartage etc. for giving delivery of services at site i.e. ICAR-RCER, Patna (Bihar), Research Centre, Ranchi (Jharkhand), Research Centre for Makhana Darbhanga (Bihar, Krishi Vigyan Kendra, Buxar (Bihar), Krishi Vigyan Kendra, Ramgarh (Jharkhand) for quoting the rates. In this regard no claim for any extra payment for any reason shall be entertained.
16. Tenderers are advised to inspect the site and its surroundings and satisfy themselves before submitting their tender as to the nature of the ground and sub-soil, the form and nature of the site, the means of access of the site, and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent upon any misunderstanding or otherwise shall be allowed. The tenderer shall be responsible for arranging and maintaining at his own cost all materials, tools and paints, facilities for workers and all other services required for executing type of work and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specification of the work to be done and all the stores, tools and plant, etc., to be arranged by him by the Government and local conditions and other factors having a bearing on the execution of the work. 2% of the total contract value will be charged if water & electricity is provided by this Institute.
17. The agency to whom work has been awarded will be the principal employer for the labour force. This Institute will have no liability in this regard. The agency must ensure that the Labour are engaged in conformity with applicable labour laws of the land.
18. The labourers engaged should strictly follow the discipline and decorum of the Institute and he will be liable for any loss or damage caused by them to the Institute property. The Institute will not be held responsible for payment of any compensation to the labourers engaged by him for any sort of things.

19. Implements / materials required for the above work should be provided by the contractor. The firm has to make their own arrangements for accommodation/food for the labourers. Then contractor shall pay all compensations etc., including accident compensations due to their labourers. The Institute will not be responsible for any claim by the labourers engaged by the firm.
20. Materials to be purchased and test for various items of works to be carried as per CPWD/PWD specifications or ISI standards.
21. **All the tender documents & price bid to be uploaded as per this tender are to be digital signed by the bidder.**
22. **Paying Authority: The Finance & Accounts Officer, on behalf of Director, ICAR-RCER, Patna**
23. All the communications with respect to the tender shall be addressed to: **The Director, ICAR RCER, ICAR Parisar, P.O.: Bihar Veterinary College, Patna-800 014.**
24. The bidders are required to upload documentary evidence in support of the following qualification criteria.
- 1) **TECHNICAL BID**
- i. Registration certificate of Firm with Government.
  - ii. Goods and Service Tax Number of Firm.
  - iii. Pan Card and Income Tax Return of the financial year 2017-18 of the Firm.
  - iv. Certified Balance Sheet with minimum turnover of Rs. 20.00 lakhs (Rupees Twenty Lakhs only) during financial year 2017-18.
  - v. Scanned copy of tender fee and earnest money deposit (EMD)/its exemption, if any.
- 2) **FINANCIAL BID**
- Price Bid as BoQ.xls
25. The bidders may submit duly filled and completed bidding document ONLINE as per instruction contained in the bidding documents. Incomplete bid shall be rejected. The conditions of tender shall be governed by the details contained in complete bid document.
26. The rates should be quoted as per the BOQ uploaded on the CPP Portal. Taxes, if any, should be indicated separately. The bidders are advised to download this BOQ.xls as it is and quote their offer/rates in the permitted column and upload the same in the Financial Bid. The Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with ICAR-RCER, Patna.
27. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time. The ICAR-RCER, Patna reserves the right to accept or reject any or all the tenders.

28. Bid Validity: 180 days.
29. The detailed instruction for online submissions of bid(s) through e-procurement module of Central Public Procurement of NIC, the bidder(s) may visit following link [http://eprocure.gov.in/eprocure/app?page=HelpForContractors & service=page](http://eprocure.gov.in/eprocure/app?page=HelpForContractors&service=page).
30. **Bid Security (EMD)** : The units registered with National Small Industries Corporation (NSIC) or the concerned Ministry or Department shall be exempted from the payment of Bid Security (Earnest Money Deposit) as defined under **General Financial Rules , 2017**. In such case, copy of the certificate showing registration with the above mentioned institutions to be uploaded in Cover-I of the e-tender in PDF format. In case the unit is not covered as above, should submit the offer along with the **Bid Security (EMD) for the amount {in the form of Demand Draft only}**.
31. The EMD will be returned to the unsuccessful bidders.
32. The bidder should not have been black-listed by any organization on any grounds.
33. Bidder shall ensure submission of complete information / documents at the first instance itself. The Institute reserves the right to complete the evaluation based on the details furnished by the bidders without seeking any subsequent additional information. Bids not in compliance with tender conditions or with incomplete information / documents are liable for rejection.
34. Please note that falsification/suppression of information shall lead to the disqualification of the tenderer among other measures as deem fit by Competent Authority of this Institute.
35. The supply will have to be made at regular intervals as per the respective supply orders to be issued during the rate-contract period of one year. failing which **penalty will be charged @ 0.05% per day**.
36. **Dispute Resolution Mechanism:**  
If any dispute or difference arises between the purchaser and the supplier relating to any matter connected with the contract, the parties shall make every effort to resolve the same amicably by mutual discussions. However, if the parties fail to resolve the dispute or difference by such mutual discussion within 30 days, either the purchaser or the supplier may give notice to the other party of its intention to refer the same to arbitration. The arbitration shall commence thereafter. The arbitration shall be conducted by a sole arbitrator, who will be appointed by the Secretary, ICAR and the procedure to be followed in this respect will be as per the Indian Arbitration and Conciliation Act 1996. The venue of the arbitration shall be the place from where the contract is issued.
37. Correction or over-writing in the tender document is not permissible. The quotation(s) as well as the contract shall be written in English language. All correspondence and other documents pertaining to the quotation(s) and the contract which the parties exchange shall also be written in English. The quotation and all correspondence and documents relating to the quotation

Exchanged between the bidder and the purchaser may also be written in Hindi language provided that the same is accompanied by an English translation, in which case, for the purpose of interpretation of the quotation, the English translation shall govern.

38. The contract shall be governed by the laws of India and interpreted in accordance with such laws.

Place – Patna  
Date – 08.05.2019

**Assistant Administrative Officer (P)**

(Printed on letter head of firm)

**Annexure-I**

**Pre Qualification criteria Sheet**

Name of the Firm with full address:- .....

<b>S.No.</b>	<b>Particulars</b>	<b>Yes / No</b>	<b>Page No.</b>
1.	Registration certificate of Firm with Government.		
2.	Goods and Service Tax number of Firm.		
3.	PAN no. with PAN Card.		
4.	Income Tax Return of the financial year 2017-18 of the firm.		
5.	Certified Balance Sheet with minimum turnover of Rs. 20.00 lakhs (Rupees Twenty lakhs) during the financial year 2017-18.		
6.	Scanned copy of tender fee and earnest money deposit (EMD)/its exemption, if any.		
7.	Annexure-II: Bank detail Tender acceptance Letter.		
8.	Annexure-III: Satisfactory performance Certificate.		
9.	Annexure-IV: Certificate about no legal/criminal cases.		
10.	Annexure-V: Bidder Declaration.		
11.	Annexure-VI : Certificate for Non Blacklisting.		
12.	Annexure-VII : Tender Acceptance Letter.		

**Certificate**

I have read and understood the Terms & conditions contained in the Tender Document governing in [www.icarrcer.in](http://www.icarrcer.in) and <http://eprocure.gov.in> and I agree to abide by the same and against which this technical bid is submitted.

**Signature of Bidder**

(Printed on letter head of firm)

**Annexure-II**

**Name of the Firm** : -----

**Registered/Postal Address** : -----  
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1.	<b>Phone number/Mobile number</b>	
2.	<b>E-mail Address</b>	
3.	<b>PAN No.</b>	
4.	<b>VAT/TIN no., if applicable</b>	
5.	<b>Bank Details :</b>  <b>Bank Name</b>  <b>Branch Address</b>  <b>Account no.</b>  <b>Type of account (Current/Savings)</b>	

**DECLARATION BY THE BIDDER**

1. I have read and understood the tender terms and conditions relevant to Tender Document
2. I have submitted the Technical Bid in accordance with the Terms and Conditions of the above Tender Document.
3. The information furnished in the Technical Bid are true and factual and I clearly understand that our tenders are liable for rejection, if any information furnished is found to be not true and not factual at any point of time.
4. I would abide by the terms and conditions governing this tender. In case if I fail to supply as per requirement, I would be fully responsible for all the consequences that may arise and RCER can exercise appropriate action like black listing in addition to forfeiting of EMD. I shall pay the difference of higher cost involved and other related expenses paid if any for supply of the product.
5. The Commercial Bid is separately submitted against this tender.

**SEAL & SIGNATURE OF BIDDER**

(Printed on letter head of firm)

**Annexure-III**

**CERTIFICATE**

This is to certify that our firm..... is dealing with various organization of Central/State Govt./ICAR institutes form..... years. We have fulfil all the work/supply order of respective department/ICAR institutes within time limit with satisfactory.

(Name and address of the tendering firm)  
Seal & Sign of the tendering firm

**प्रमाण पत्र**

प्रमाणित किया जाता है कि हमारे फर्म मेसर्स ..... के द्वारा पिछले ..... वर्षों में केन्द्र/राज्य सरकार के विभिन्न कार्यालय/भारतीय कृषि अनुसंधान परिषद के विभिन्न संस्थानों को अपनी सेवायें दिया जा रहा है। वर्णित वर्षों के दौरान केन्द्र/राज्य सरकार के विभिन्न कार्यालय/भारतीय कृषि अनुसंधान परिषद के विभिन्न संस्थानों से प्राप्त समस्त कार्य आदेश/क्रय आदेश को नियत समय में संतोषजनक रूप से पूरा/पूर्ति किया गया है।

निविदाकर्ता फर्म का नाम एवं पता  
हस्ताक्षर सील सहित

**(To be given on Company Letter Head)**

**TO WHOM IT MAY CONCERN**

We hereby certify that our firm..... has no legal suit/criminal case pending or contemplated against the Proprietor of the agency or any of its directors on grounds of moral turpitude or for violations of any of the laws in-force. Also, that the firm/agency has never been black listed by any Government or semi Government authority during the last 05 years.

**(Name and Signature of the Bidder, with Official Seal)**

(Printed on letter head of firm)

**Annexure-V**

**DECLARATION TO BE SUBMITTED BY BIDDER/BIDDER**

1. I/We agree to keep the offer of this tender valid up to 180 days from the date of receipt of the tender and not to modify the whole or any part of it for any reason within the above period. If I/we withdraw the tender, EMD may be forfeited.
2. I/We hereby distinctly and expressly declare and acknowledge that before the submission of tender, we have made such examination of the tender documents and such investigation of the work required to be done, as to enable us to thoroughly understand convenient, agreements, stipulations and restriction contained in the contracts and agree that we will not hereafter make any claims or demand to RCER, Patna based upon arising out of any alleged misunderstanding or misconception or mistake on our part of the said requirement.
3. I/We shall not assign the contract or any portion of the contract to anyone.
4. If my/our tender is not accepted, the EMD shall be returned on my/our application. If my/our tender is accepted, the earnest money shall be retained by RCER, Patna up to the submission of acceptance letter of contract award to the office and till deposition of **10% of total cost** as required under the contract.
5. If upon written intimation to me/us by the ICAR-RCER, Patna, I/we fail to attend the said office on the date fixed therein or I/ we fail to deposit security deposit and entered into the required agreement deed as defined in the terms & conditions in tender documents, then I/we agree to the forfeiture of the earnest money. Any notice required to be served on me/us hereunder shall be sufficiently if delivered to me/us personally or forwarded by post or left at my/our address given herein, such notice shall be deemed to have been served.
6. I/We agree to identify and keep indemnified the first party from any claims, loss or damages that may be caused to the first party on account of my/ our failure to comply with their obligations.
7. I/We have fully understood that the written agreement to be entered between us and MGIFRI shall be the foundation of the rights of both the parties and the contract shall not be deemed to be complete until the agreement has first been signed by us and then by the officer authorized to enter into contract on behalf of ICAR-Research Complex for Eastern Region, Patna.

**Signature of Contractor & Seal**

Address:-

Contact No.

(Printed on letter head of firm)

**Annexure-VI**

**CERTIFICATE ABOUT NON BLACK LISTING**

We ..... on this date ..... do hereby certify that our company / firm have not been blacklisted by any Government Department / Government Educational Institutions / Research Institute(s) during the last three years.

Authorized signatory of Bidder with Seal

Name -----

Designation-----

Place -----

Date -----

Date:

Name of the Authorized Signatory

Place:

Stamp & Signature

((Printed on letter head of firm))

**Annexure-VII**

**TENDER ACCEPTANCE LETTER**

Date:

To,  
The Director  
ICAR-Research Complex for Eastern Region  
P.O. Bihar Veterinary College,  
Patna- Bihar

Sub: Acceptance of terms and Conditions of tender.

Tender Reference No:

Name of the tender/work:-

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Dear Sir,

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

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

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

Yours faithfully,

**Signature of the Bidder, with Official Seal**

**Financial Bid Declaration**

To,  
**The Director**  
**ICAR -Research Complex for Eastern Region**  
**Patna -800 014 (BIHAR)**

Sir,  
I/We wish to submit our tender for Annual Rate Contract for hiring of machines at ICAR-RCER, Patna and its Regional Centres on the following rates:

<b>Sr. No.</b>	<b>Particulars</b>	<b>Rates Quoted (INR)</b>
1.	Rates offered for Item at ICAR-RCER is accordance with the terms and conditions specified in the tenders including installation, transportation specially covered all acts and taxes etc. as applicable from time to time	As per BOQ

**NOTES:**

- The overall comparison shall be done on the basis of the summation of the quoted rates.
- I/We agree to forfeit of the earnest money if I/We fail to comply with any of the terms and conditions in whole or in part lay down in the Tender form.
- I/We have carefully read the terms and conditions of the Tender and are agreed to abide by these in letter and spirit.
- I offer the rate(s) as indicated in the Financial Bid inclusive of all applicable charges, duties and taxes except Goods and Service Tax. The rates are in Indian Rupee.
- I understand and agree that in case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
- I also agree that the quoted rates shall remain firm throughout the tenure of the contract and no revision will be considered for any reason.

Signature \_\_\_\_\_

Name & Address of the firm \_\_\_\_\_

Contact No. & Email ID \_\_\_\_\_

Mobile No \_\_\_\_\_

## **Instructions for Online Bid Submission**

For Online Bid Submission as per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

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

### **REGISTRATION:**

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app> ) by clicking on the link “Click here to Enroll” on the CPP Portal is free of charge.
2. As part of the 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 / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective „My Tenders“ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS**

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **SUBMISSION OF BIDS**

1. Bidder should login to the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. The Bidder has to select the payment option as “Offline” to pay the tender fee/ EMD as applicable and enter details of the instrument.
4. The Bidder should prepare the EMD as per 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. A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bid in the format provided and no other format is acceptable. The bidders are required to download the BOQ file, open it and complete the white coloured (unprotected cells with their respective financial quotes and other details (such as the name of the bidder) No other details should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BOQ file found to be modified by the bidder, the bid will be rejected.
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 bid is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
8. The uploaded tender documents must become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids) i.e. after Clicking "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.
10. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

10. Bidder shall take in to account all costs including installation, commissioning, cartage etc. for giving delivery of material at site i.e. ICAR-RCER, Patna be for quoting the rates. In this regard no claim for any extra payment for any reason shall be entertained.

12. The item should be delivered at ICAR-RCER, Patna and the supplier shall be responsible for any damage during the transit of goods.

**13. All the tender documents & price bid to be up loaded as per this tender are to be digitally signed by the bidder.**

14. All the communications with respect to the tender shall be addressed to:

**The Director, ICAR RCER, ICAR Parisar, P.O.: Bihar Veterinary College, Patna-800 014.**