



ICAR-Research Complex for Eastern Region
ICAR Parisar, P.O.: B.V. College, Patna – 800014, Bihar
Tel.: +91-612-2223962/2226024 (O), Fax. : +91-612-2223956

F.No. IRCER/2018-19/ P&S-20/Equipment

Dated 23.01.2019

NOTICE INVITING FOR TENDER

On behalf of President, ICAR, the Director, ICAR Research Complex for Eastern Region, Patna (Bihar) invites e-Tender through Central Public Procurement Portal <http://eprocure.gov.in> for purchase of **DIGESTER** from manufactures firm and authorised dealers. **The Research Complex for Eastern region** is a constituent unit of Indian Council of Agricultural Research under Department of Agricultural Research and Education, Ministry of Agriculture and Farmers Welfare, Government of India. 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 intender document) should be paid by offline mode in shape of Demand Draft in favour of “**ICAR Unit ICAR-RCER**” payable at “**Patna**”, **Bihar** only which will be payable at Patna. Two bid system will be followed for all items. Please quote the rate in Indian Rupees only.

CRITICAL DATE SHEET

Published Date	:	23.01.2019
Bid Document download/Sale start Date	:	23.01.2019
Clarification Start Date	:	23.01.2019
Bid Submission End Date	:	13.02.2019 (15.00)
Bid Opening Date	:	14.02.2019 (15.00)

Tender Fee and EMD should be submitted to **at ICAR Research Complex for Eastern Region, ICAR Parisar, P.O.: Bihar Veterinary College, Patna – 800 014 (Bihar), INDIA** by offline on or before Bid Submission End Date and time positively by post/courier, otherwise respective tender will not be entertained.

Assistant Administrative Officer



ICAR-Research Complex for Eastern Region
ICAR Parisar, P.O.: B.V. College, Patna – 800014, Bihar
Tel.: +91-612-2223962/2226024 (O), Fax : +91-612-2223956

F.No. IRCER/2018-19/ P&S-20/Equipment

Dated 23.01.2019

Sub: Purchase of DIGESTER for digestion of animal and fish tissues- reg.

Dear Sir,

We have a requirement of below said item for which you are invited to submit your most competitive quotation for the same.

Sr. No.	Name of Equipment	Quantity	Imported/ Indigenous	E.M.D. to be deposited (In Rs.)	Place of delivery / Installation of Equipment
01	Digester	01	Indigenous	3,750/-	ICAR-RCER, Patna

Specifications:

The minimum technical specifications are given below:

A. Digestion System

1. Twelve place 250 ml capacity with suitable glass tubes
2. Aluminium block heater
3. Microprocessor based temperature controller (Ambient to 400⁰C)
4. Digital display of temperature and time
5. PC compatibility system
6. Auto fix exhaust manifold system for absolute fume trapping

IMPORTANT NOTES:-

1. Tender Documents can be downloaded from the ICAR-RCER website 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. The EMD should be submitted equipment.

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 enrol 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. ICAR-RCER, Patna reserves the right to accept/reject any or all the tenders in part/full without assigning any reason thereof.

- I. Description of the goods required and the required quantity : **(As per NIT/Bid Document)**
- II Guiding specification and other Technical Details : **(As per Annexure-III)**
- III. Terms of delivery (Delivery at site) : **ICAR-RCER, Patna**
- IV. Delivery period for goods : **Within 30 days from the date of the purchase order or as mention in purchase order**
- V. Erection/installation and commissioning (if required, depending on the goods ordered) : **Completed within 10 (ten) days of delivery of the goods at site.**
- VI. Terms of Inspection by the purchaser's representative : **Indenting Officer**
- VII. Training of Purchaser's operator(s) for operating the goods ordered, as and if necessary : **ICAR-RCER operator (s) for operating the goods ordered, as and if necessary ICAR-RCER operator(s) is/are to be trained for a period of 02 days/weeks at Institute premises/supplier's premises for successfully operating the goods purchased. The training shall be completed by within 07 days of installation.**

VIII. Price structure

- a. The Bidder shall quote for the complete requirement of goods & services and for the full quantity as shown against a serial number in the list of requirements in Annexure-1, the Bidders are, however, free not to quote against all the serial numbers mentioned in the List of Requirements (in case there are more than one serial number in the list of requirements).
- b. **Specification quoted by the firm should be attached literature, leaflet/broacher of the equipments/items with the tender documents essentially.**
- c. All duties, taxes and levies payable by the supplier under the contract shall be included in the quoted price. If the supplier in its quotation does not ask for GST extra, the same shall not be paid even if asks for the same at the later date.

- d. The rates and prices quoted by the supplier shall remain firm and fixed during the currency of the contract and shall not be subject to variation on any account whatsoever, including statutory variations, if any. However, sales tax will be paid extra as per provision under Clause viii (c) above.

ix) Receipt of goods and Terms of Payment:

- a. Payment terms for supply of goods, including erection/ installation and commissioning (as and if applicable).

Immediately on receiving the goods at site, the purchaser will verify the quantities of the items supplied as specified in the delivery challan of the supplier and check for any superficial damage etc. in the goods so supplied and issue a provisional receipt accordingly. If the goods supplied do not require erection/ installation and commissioning at site, the purchaser, within two working days of issue of the provisional receipt, will issue acceptance certificate(of the goods) to the supplier, provided the goods supplied are acceptable in terms of the contract. However, if the goods supplied also need erection/ installation and commissioning, the purchaser will issue acceptance certificate within two working days, after successful erection/ installation and commissioning. The supplier will then send its invoice along with the purchaser's acceptance certificate and other enclosed documents to the paying authority for payment.

The paying authority will release the payment to the supplier as due in terms of the contract on the receipt of supplier's invoice, purchaser's receipt certificate and other accompanying documents, provided the same are in order.

x) Paying Authority: The Finance & Accounts Officer, of the ICAR-RCER, Patna

(A) Payment for Goods (imported/indigenous) supplied within India:

100% of the contract price on receipt of goods by the consignee supported by satisfactory installation/working report.

Installation: Within 10 days from the date of receipt of equipment in the Institute falling which Liquidated damage clause shall apply.

PRICES:-

- I. **If any bidder wants to quote in INR, Price to be quoted on FOR, ICAR-RCER, Patna basis including all taxes.**
- II. **Preference shall be allowed for items manufactured in India “(Public Procurement – Preference to Make in India Order 2017(PPP-MII Order)” pursuant to Rule 153(iii) of General Financial Rules,2017 in compliance to Notification/Endorsement by ICAR/Govt. of India ,Ministry of Commerce & Industry as per norms.**
- III. **The bidder is advised to quote price for imported equipment Multi Currency (INR) and for Indigenous equipment in INR.**
- IV. **IN CASE THE STORES PERTAINS TO IMPORT:**
 - a) **Kindly ensure to upload (in cover-1 of e-tender) Manufacturer’s Authorization in favour of Indian Subsidiary Firm. It may also be noted that further authorization by**

subsidiary firm in favour of any other firm located in India to promote their sale must have authorization to an Indian firm, failing which the tender is liable to be cancelled.

- b) Price to be quoted on FOR to ICAR-RCER, Patna.
- c) The FOR price is inclusive of all incidental charges i.e. freight, forwarding etc.
- d) The clearing charges from customhouse will be borne by the Indian Agent. The documents will be provided to the Indian Agent on request by ICAR-RCER, Patna

xi) Liquidated Damage Clause: The purchaser is reserve all right to accept or deny to extension of delivery period. If any time during the performance of the contract, the supplier encounters conditions hindering timely delivery of the goods, the supplier shall promptly inform the purchaser in writing the fact of the delay and the likely duration of the same. After receipt of supplier's communication, the purchaser shall decide as to whether to cancel the contract for the un-supplied portion after the existing delivery period, or to extend the delivery period suitably by issuing an amendment to the contract. If the supplier fails to deliver the goods and/or perform the services within the contractual delivery period for reasons other than circumstances beyond supplier's control (which will be determined by the purchaser) and the purchaser extends the delivery period, the purchaser will also deduct from the contract price, as liquidated damages, a sum equivalent to 0.5% (half per cent) of the delivered price of the delayed goods or unperformed services for each week of delay or part thereof until actual delivery or performance. The maximum limit of such deduction will, however, be 10% (ten per cent) of the contract price of the delayed goods or services, after which the order will be treated, cancelled. The liquidated damage will also include damage due to delay in supply, installation and training Further, during such delayed period of supply and/or performance, the supplier shall not be entitled to any increase in price and cost, whatsoever, on any ground. However, the purchaser shall be entitled to the benefit of any decrease in price and cost on any ground, whatsoever, of the goods & services, supplied during the period of delay. The purchaser's letter (to the supplier, with copies endorsed to other concerned) extending the delivery period will be subject to the above conditions.

xii) Warranty Clause: Manufacturer's standard warranty clause is acceptable, however minimum two years warranty is mandatory.

xiii) 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.

A. You are also required to fulfil the following conditions and furnish the details as indicated in subsequent paragraphs.

- a. At the time of awarding the contract, the purchaser reserves the right to increase or decrease by up to 25%, the quantity of goods and services as specified in the List of Requirements, without any change in the unit price or other terms and conditions.

- b. Please furnish a certified copy of your latest ITR (Income Tax Return) or relevant supporting documents.
 - c. Please indicate if you are currently registered with any Govt. Organization and if registered, furnish all relevant details.
 - e. Please states whether business dealings with your firm presently stand banned by any Government organization and, if so, furnish relevant details. A supplier shall not submit more than one quotation for the same set of goods. No pooling should be done in association with any other supplier.
 - f. The supplier shall at all times identify the purchaser, at no cost to the purchaser, against all third party claims of infringement of patent, trademark or industrial design rights arising from the use of the goods or any part thereof, with respect to the goods quoted by the supplier in its offer.
 - g. 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.
 - h. The contract shall be governed by the laws of India and interpreted in accordance with such laws.
 - i. The quotation/offer shall remain valid for acceptance for a period not less than 180 days after the specified date of opening of the offers.
 - j. **A DD as Earnest Money Deposit in favour of “ICAR Unit ICAR-RCER, Patna” payable at Patna is to be send through offline. No tender shall be considered without the earnest money deposit (EMD).**
 - k. In case, the successful bidder shows inability at any stage, after the contract is finalised and awarded for whatsoever reason(s), to honour the contract, the EMD/Performance Security deposited would be forfeited.
 - l. **The firm whom the tender will be awarded, will have to deposit the performance security equal to 5% of the total amount tentatively arrived till such time the period of contract expires. If the supply/services are not found to be satisfactory, the performance security is liable to be forfeited.**
 - m. PAN No./ TIN No. and other details should be provided.
 - n. Mere declaration that specification is according to indenter’s requirement would be not sufficient. Unless & until supported by proper manufactures brochures.
- B. The Envelope (tender fee & EMD), which are received late by the purchaser, will be ignored. Further, the purchaser does not accept any liability and responsibility for the Envelope in case the same are not properly sealed and marked and/or sent as above.
- C. The purchaser will evaluate and compare the quotations which are substantially responsive i.e. which are properly prepared and signed and meet the required terms, conditions, specifications etc. The purchaser will award the contract to the supplier whose quotation will be determined to be responsive and offering the best evaluated deal.
- D. The Institute will not be held responsible for any sort of postal delay of Envelope (tender fee & EMD) received after stipulated date & time as specified above shall be deemed as summarily rejected. Tenders forms so received will be opened on the stipulated date & time in the presence of tenders or their authorised agents. ***The purchaser reserves the right to accept or reject any or all quotations at any time prior to or after supply order, without assigning any reason, whatsoever, and without incurring any liability or obligation, whatsoever, to the affected Bidder or tenders.***

7. Essential documents required to be submitted on line:

- **Annexure-I: Pre qualification criteria sheet**
- **Annexure-II: Detail Technical Specification & Compliance Sheet with quoted Model/make**
- **Annexure-III : Bank detail Tender acceptance Letter**
- **Annexure-IV: Satisfactory performance Certificate**
- **Annexure-V: Manufacturer's Authorization Form**
- **Annexure-VI: Bidder Declaration**
- **Annexure-VII : Certificate for Non Blacklisting**
- **Annexure-VIII : Tender Acceptance Letter**
- **Annexure-IX : Questionnaire**
- **Annexure-X : Financial Bid Declaration**
- **Proof of Tender processing Fee deposition or Exemption Certificate**
- **Proof of EMD deposition or Exemption Certificate**
- **Firm registration certificate**
- **GST registration certificate**
- **ITR of last two years (2016-17 and 2017-18)**
- **Boucher of quoted make and model along with their technical details**

Place – Patna
Date – 16.01.2019

Assistant Administrative Officer

(Printed on letter head of firm)

Annexure-I

Pre Qualification criteria Sheet

Name of the Firm with address

.....

S.No.	Particulars	Yes / No	Page No.
1	Tender Processing Fee enclosed or not		
2	EMD enclosed or not		
3	A Copy of the Certificate Registration of the Firm.		
4	GST registration No. of the agency/firm		
5	PAN No. of the agency/firm		
6	Latest Income Tax Return (As per tender document)		
7	Signed and scanned copy of completely filled Technical specification compliance sheet must be submitted for quoted item.		
8	Annexure-II: Detail Technical Specification & Compliance Sheet with quoted Model/make		
9	Annexure-III : Bank detail Tender acceptance Letter		
10	Annexure-IV: Satisfactory performance Certificate		
11	Annexure-V: Manufacturer's Authorization Form		
12	Annexure-VI: Bidder Declaration		
13	Annexure-VII : Certificate for Non Blacklisting		
14	Annexure-VIII : Tender Acceptance Letter		
15	Annexure-IX : Questionnaire		
16	Boucher of quoted make and model along with their technical details		

Certificate

I have read and understood the Terms & conditions contained in the Tender Document governing in 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

SPECIFICATION

**DETAILED TECHNICAL SPECIFICATIONS & OTHER TECHNICAL DETAILS OF
THE ITEMS AND COMPLIANCE SHEET (SUPPORTED BY LEAFLET AND
BROCHRE)**

S. No.	TECHNICAL SPECIFICATIONS	COMPLIANCE SHEET (SUPPORTED BY LEAFLET AND BROCHRE)
	<u>Digestor</u> 1. Twelve place 250 ml capacity with suitable glass tubes 2. Aluminium block heater 3. Microprocessor based temperature controller (Ambient to 400⁰C) 4. Digital display of temperature and time 5. PC compatibility system 6. Auto fix exhaust manifold system for absolute fume trapping	

(Printed on letter head of firm)

Annexure-III

Name of the Firm : -----

Registered/Postal Address : -----

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

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-IV

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

MANUFACTURER'S AUTHORISATION FORM

To

Director
ICAR Research Complex for eastern region
Patna (Bihar) 800 014

Ref: Your Bidding Documents No.....dated.....

Dear Sir,

We....., who are established and reputable manufacturers of
..... (Name and description of the goods offered in the bid) having factories at
..... hereby authorize Messrs.....
(name and address of the agent) to submit a bid, negotiate (as and if necessary) and conclude the
contract with you against your above mentioned Bidding Documents for the above goods
manufactured by us.

No company or firm or individual other than Messrs
(name and address of the above agent) is authorized to bid, negotiate and conclude the contract against
this specific Bidding Documents for the above mentioned goods manufactured by us.

We hereby extend our full guarantee and warranty as per clause xii of the General Conditions of
Contract, read with modification, if any in the Special Conditions of contract for the goods and services
offered for supply against this Bidding Document by the above firm.

Yours faithfully,

(Signature name and designation)
for and behalf of Messrs.....
[name & address of the manufacturers]

Note: This letter of authorization should be on the letter head of the manufacturing firm and should be signed by
a person competent and having the power of attorney to legally bind the manufacturer. The authorization
Certificate should be from the "Manufacturer" only and certificate from any other firm/person including OEM
arrangements would not be accepted.

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 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 RCER 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-VII

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-VIII

TENDER ACCEPTANCE LETTER

Date:

To,
Director
ICAR- Research Complex for Eastern Region
ICAR Parisar, P.O.: Bihar Veterinary College,
Patna-800 014

Sub: Acceptance of terms and Conditions of tender.

Tender Reference No:

Name of the tender/work:-

Dear Sir,

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

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

2. I/we hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedules(s), etc.,) which form part of the contract agreement and I/we shall abide hereby the terms/ conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization too 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

QUESTIONNAIRE

ONLINE BIDDERS SHOULD FURNISH SPECIFIC ANSWERS TO ALL THE QUESTIONS GIVEN BELOW. IN CASE A QUESTION DOES NOT APPLY TO A BIDDER, THE SAME SHOULD BE ANSWERED WITH THE REMARK “NOT APPLICABLE”. BIDDERS MAY PLEASE NOTE THAT IF THE ANSWERS SO FURNISHED ARE NOT CLEAR AND/OR ARE EEEVASIVE THE BID WILL BE LAIBLE TO BE IGNORED.

1. Bid No..... Date for bid opening on.....

2. Offer is open for acceptance

3. Brand of goods offered :

4. Name & address of manufacturer :

5. Station of Manufacturer. :

6. What is your permanent Income Tax A/C No.:

7. Confirm whether you have attached your latest/current ITCC or certified photocopy thereof.

8. Status :

(a) Are you a small scale unit currently registered with the National Small Industries Corporation (NSIC) under Single Point Registration Scheme for the items(s) quoted ? If so, indicate the date up to which you are registered and whether there is any monetary limit on your registration.

(b) If you are not registered either with NSIC, please state whether you are currently registered with Directorate of Industries of the State Government concerned. If so indicate the date up to which you are registered and whether there is any monetary limit on your registration.

(c) Are you registered under the Indian Companies Act, 1956 or any other Act?

Please attach certified copy (copies) of the relevant registration certificate(s) in confirmation to you above answer(s).

9. Whether you are:

i) Manufacturer of the goods quoted; or

ii) Manufacturer's authorized agent for those goods.

10. State whether business dealings with you have been currently banned by any Ministry/Deptt. Of Central Govt. or any State Govt.:

Signature of Witness

Signature of Bidder

Name & address of Witness

Full name, designation &
address of the person signing above

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 Printing & binding of ICAR -RCER, Patna on the following rates:

Sr. No.	Particulars	Rates Quoted (INR)
1.	Rates offered for Item at ICAR -RCER, Patna 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.
11. The item should be delivered at ICAR-RCER, Patna and the supplier shall be responsible for any damage during the transit of goods.
12. **All the tender documents & price bid to be up loaded as per this tender are to be digitally signed by the bidder.**
13. All the communications with respect to the tender shall be addressed to:

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