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Medziphema

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**ICAR RESEARCH COMPLEX FOR NEH REGION**  
(Indian Council of Agricultural Research)  
NAGALAND CENTER,  
MEDZIPHEMA, NAGALAND-797106



F.No.RCN/Tender/20

Dated Jharnapani the 15<sup>th</sup> October 2019.

**NOTICE INVITING TENDER**

ICAR Nagaland Centre, Medziphema invites e-tendering for **Supply of Iron Angle Post** from the reputed Firms/ Suppliers/ Manufacturers/ Producers/ Authorized Dealers etc..

<b>Tender NO</b>	F.No.RCN/Tender/20
<b>Tender Fee</b>	<b>Rs. 500.00</b> (Non-Refundable)
<b>Earnest Money Deposit (EMD)</b>	<b>Rs. 5,000.00</b> (Refundable)
<b>EMD Exemption</b>	Yes (exemption certificate to be attached )
<b>Bid Submission Start Date/ time</b>	<b>15/10/2019 3:00 pm</b>
<b>Bid Submission last Date / time</b>	<b>04/11/2019 3:00 pm</b>
<b>Bid opening (Technical Bid) / Time / venue</b>	<b>05/11/2019 3:00 pm / Conference Hall</b>
<i>Tender Documents can be downloaded from <u>Central public procurement portal (CPPP)</u> or <u>http:// www.icarnagaland.nic.in/</u> e-mail at <u>icarnagaland@gmail.com</u></i>	
<b>Address for communication</b>	<b>ICAR Research Complex For NEH Region Nagaland Centre, Medziphema - 797106</b>

Sd/-  
Assistant Administrative Officer.



## ICAR RESEARCH COMPLEX FOR NEH REGION

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F.No.RCN/Tender/20

Dated Jharnapani the 15<sup>th</sup> October 2019.

*\*Before quoting for the tender, it is requested to kindly go through the tender document thoroughly and abide by all the Terms and conditions given below. Non-compliances of any of the T & C shall lead to no – consideration of the Bid and no request whatever so shall not be considered under any circumstances.*

- Details of Tender form/bidding documents may be downloaded from the institute website: [www.icarnagaland.nic.in](http://www.icarnagaland.nic.in) and <http://eprocure.gov.in>. /Central Portal Procurement Portal (<https://eprocure.gov.in/eprocure/app>).
- Tenderers/bidders are requested to visit the website <http://eprocure.gov.in/eprocure/app> regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this Website & Newspaper (NE Telegraph & Nagaland Post)
- **Online submission of Bids through Central Public Procurement Portal (CPPP) (<https://eprocure.gov.in/eprocure/app>) is mandatory. Offline bids shall not be accepted under any circumstances.**
- **\*Hard copy of tender documents Tender Fee/ EMD /Performance Guarantee etc, is to be submitted addressing to “Joint Director ICAR Nagaland Centre, Medziphema-797106”**

### Terms and Conditions (i):

1. Cost of Tender fee is **Rs. 500/-** (Rupees Five hundred) only **Non- refundable** to be deposited in favour of the Joint Director, ICAR Research Complex for N.E.H. Region, Nagaland Centre, Jharnapani, Medziphema by means of Demand Draft payable at S.B.I., Medziphema. **Non submission of the cost of Tender paper shall lead to non – consideration of the Tender,**
2. **Earnest Money Deposit of Rs. 5,000 (Five thousand)** only (*refundable*) has to be deposited. in favour of the Joint Director, ICAR Research Complex for N.E.H. Region, Nagaland Centre, Jharnapani, Medziphema by means of Demand Draft valid for 6(six) months, payable at S.B.I., Medziphema. Non submission of EMD will lead to non – consideration of the Tender. *EMD exempted Firms has to submit the “Exemption Certificate”*
3. Once the tender is finalized and awarded, the EMD of the un-successful bidder will be released within three (3) months from the date of finalizing of tender.
4. The Tender should consist of two Bids – The techno commercial bid (Bid ‘I’) and the financial bid (Bid ‘II’). Both must be submitted in two separate envelopes to be sealed and put in a single main cover. The outer main cover should be super scribed “**TENDER NOTICE F.No.RCN/Tender/20 Dated: 15.10.2019 for, “Supply of Iron Angle Post” and address with a forwarding letter quoting reference to this office Tender No. and date to “The Joint Director, ICAR Research Complex For NEH Region, Medziphema-797106” mentioned complete address on the bottom left corner of the main cover : All pages of the tender documents for both Technical & Financial Bid must be duly Signed by the tenderer with seal.** The cost of the Tender as well as the Earnest Money along with all technical details should be mandatorily kept in the Technical Bid only. The Financial Bid should only consist of the rates ad their detailed break-up etc. Non-compliance of this shall lead to non-consideration of the Bid.
5. On the date of opening, only Part-I (Technical Bid) will be opened. Part-II (Financial Bid) shall be opened subsequently only of those tender, whose Technical Bid qualifies as per the laid norms of this tender.

6. All Bidders shall give an undertaking that they fully and unconditionally agree to abide by all the terms & conditions which, if needed, may be modified at the discretion of the Competent Authority, in supply order, for which confirmation from the supplier shall be taken. Non submission of the undertaking may lead to rejection/ non consideration of the tender.(for undertaking refer **Annexure- III**)
7. The Buyer shall not be responsible for payment of transit insurance charge.
8. The supply should be F.O.R. destination ICAR, Jharnapani to the respective Division/Stores.
9. **The Bidders should mandatory provide their full Bank Details, PAN Card No. , IFS code No., and TDS so as to ensure e-payment to them directly on satisfactory completion of the Supply/ installation with cum demonstration certificate should be submitted through the concern scientist/ In-charge and Joint Director to whom the supply is made (which should be free of cost and must be completed before payment).**
10. **The Bidders should mandatorily sign on every page of the Tender Document which would show their un-conditional acceptance of all the terms and conditions of the Tender Document.**
11. **Last date and time of receipt of all the tender is up to 3.00 PM of 4<sup>th</sup> November 2019.**
12. Tenders shall be opened on 5<sup>th</sup> November 2019, at 3.00 PM in the Conference hall of the, ICAR Nagaland Centre, Medziphema.
13. *No interest on earnest money deposit (EMD) & Security/Guarantee Performances Deposit shall be paid by the office to the tenderer.*
14. In case of any dispute, the Joint Director, ICAR Research Complex, Nagaland Centre shall act as the arbitrator and his decision shall be final and binding on the Contractor.
15. Legal jurisdiction for all disputes shall be within purview of the Dimapur Court.
16. The Joint Director reserves the right to accept or reject any quotation/ tender, in part or in full without assigning any reason thereof.
17. It is not mandatory to accept the lowest rate of the tenders. The decision of the competent Authority shall be the final to select the firms/contractors.
18. If the above mentioned closing /opening day of the tender happened to be non - working date due to Bandh/Strike as any other reasons, the tender will be received & opened on the following working day at the same time except on the 2nd (second) Saturday.
19. For any query/ clarification, the undersigned may be approached at: Contact No.: 03862-247241 / **E-mail: [icarnagaland@gmail.com](mailto:icarnagaland@gmail.com)**

## **Terms & Conditions (ii)**

- 1. The Bidder have to Furnish related documents like details specification, technical literature, brand name, model & make, catalogue, authorization letter, dealership certificate, Manufacturing company registration certificate, Product certificate, price list (if any) etc is mandatory. Dealership certificate/Agency certificate for the Manufacturer/Manufacturing firm should be enclosed if the rate is quoted by the Dealer/Agents. Sale tax certificate, Tax clearance (up-to date), valid CST/VAT/GST registration certificate, last 2-5 years financial standing etc, along with all the commercial terms & conditions, fully attached/intact in the technical bid, failing which the tender is liable to be rejected.**
- 2. The Bidder has to note that, the product has to be of branded high/good super quality.**
- 3. Illegible and Over writing, cutting etc. in the rates/tender documents will make the tender liable for rejection.**
- 4. Furnishing of related documents like earlier supplied, experience, test qualifications, enrollment with any State Govt., Agency etc. is mandatory, failing which the Bid is liable to be rejected.**
- 5. *Income tax clearance (up to date), last 2-5 years financial standing/balance sheet, annual turnover etc. should be enclosed (if any).***
- 6. The Tenderer must have GST Registration which is mandatory,**
- 7. Price quoted must be all inclusive, including packing, forwarding, Delivery charges, Taxes, VAT, GST etc., as may be applicable. No rates/charges etc. over and above the quoted rates shall be considered under any circumstances.**
- 8. The supply should be F.O.R. destination ICAR, Jharnapani to the respective Division/Stores.**
- 9. The rates quoted should be up to ICAR Research Complex for NEH Region, Nagaland Centre, and Medziphema for the mentioned items. The rates must be valid for at least 1 (one) year from date of quotation/ award of the supply. If the selected tenderer does not accept the offer after issue of Letter award by the institute within 10(Ten) days. The offer made shall be deemed to be withdrawn without any notice and earnest money will be forfeited.**
- 10. *Performance guarantee of 5% of the quoted rate shall have to be deposited by the successful Firm immediately on the receipt of the work/Supply order, in the form of Demand Draft valid for 1(one) years. Payable at S.B.I., Medziphema. in favour of the Joint Director, ICAR Research Complex for N.E.H. Region, Nagaland Centre, Jharnapani, Medziphema. EMD will be refunded after receiving the Performance guarantee (for release of EMD, application for release has to be submitted as for official record)***
- 11. The selected tenderers must complete the supply within 45 (forty five) days from the date of issue of supply order. Delay in supply within the prescribed time limit as per the supply order shall attract 2% penalty of the bill value per week and part thereof.**
- 12. The equipments/items that broke/damaged during the transportation have to be replaced immediately.**
- 13. After successful Supply, the supplier has to raise the bill in the name of The Joint Director, ICAR Nagaland Centre, Medziphema, in triplicate along with the receipted challan dully signed by the institute receiver.**
- 14. No advance payment will be entertained by any means.**
- 15. Other terms & conditions may be decided by the Competent Authority during the issue of supply order.**

- 16. Bidders have to submit hard copy of the tender documents duly signed on each page, and upload soft copy at CPPP Portal (e-tendering)**
- 17. Online submission of Bids through Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/eprocure/app> is mandatory. Offline bids shall not be accepted under any circumstances.**

**Sd/-  
Asstt. Administrative Officer**

**Technical Specification:**

<b>Sl. No.</b>	<b>Item and Specification</b>	<b>Quantity</b>
1	Iron Angle Post Size: 5 mm 2½" x 7½" (2.5 inch x 7.5 ft.)	320

## Annexure - I

### TECHNICAL BID PREPARATION

\*Soft copy to be uploaded and hard copy to be submitted.

#### Check list of Bid Documents

Sl.no	Type of Bid	List of Documents To be Attached
A.	Technical Bid (All documents in a single envelope, Sealed & Superscribed as “Technical Bid”)	1. Cover letter on official letter head duly signed by the tenderer along with seal.
		2. Contact No. / e-mail ID
		3. Firms / Trade License registration no
		4. Service Tax Registration no
		5. Tender Fee details
		6. Earnest Money or Exemption Certificate
		7. Open tender notice (duly signed on each page by the tenderer)
		8. Profile and Track record of the company/Firms
		9. Income tax clearance up to date (if any)
		<b>Details of the product along with brand name, model &amp; make, catalogue etc.</b> Dealership certificate/Agency certificate for the Manufacturer/Manufacturing firm.
		10. Valid GST registration certificate
		11. Photo copy of pan card
		12. Last 2-5 yrs experience
		13. Bank A/c detail (Name, Account No, Bank Branch, IFSC code and MICR code etc.)
		14. Details of EMD
		15. EMD amount, DD No. & Date
		16. Issuing Bank
		17. Undertaking and declaration (Format given in annexure III) on official letter head duly signed by the tenderer along with seal.
18. Other credentials (if any)		

***N.B : place two envelope (Technical Bid & Financial Bid) in a single main cover and to be super scribed as “TENDER NOTICE F.No.RCN/Tender/20 Dated: 15<sup>th</sup> October 2019 for, “SUPPLY OF IRON ANGLE POST” and address with a forwarding letter quoting reference to this office Tender No. and date to “The Joint Director, ICAR Research Complex For NEH Region, Medziphema- 797106” mentioned complete address on the bottom left corner of the main cover : All pages of the tender documents for both Technical & Financial Bid must be duly Signed by the tenderer with seal.***

## Annexure - II

### PRICE BID

Financial Bid to be quoted separately in the excel sheet provided as BOQ (Bid of Quantity) and upload in the CPP Portal.

### PREPERATION OF FINANCIAL BIDS

SL. No.	Name of the Item / Particulars	Quantity	Rate in ₹	Total amount (including all taxes)
1	Iron Angle Post	320	00.00	00.00
<b>Rate should be inclusive of all taxes. ₹ 00.00</b>				



## **Annexure - III**

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

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

I/We do hereby also accept ICAR Nagaland Centre have the right to accept or reject this application and not to issue invitation to Tender to me/us.

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

**Name of the Contractor:**

**Signature with Contractor seal** \_\_\_\_\_

**Address :**

**Registration No :**

**Contact No :**

Place: .....

Date: .....

## 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.

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

### REGISTRATION

- Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL <https://eprocure.gov.in/eprocure/app>.) by clicking on the link '**Online Bidder Enrollment**' on the CPP Portal which is free of charge.
- As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (class II or Class III certificates with signing key usage) issued by any certifying authority recognized by CCA India (e.g. Sify/nCode/eMudhra etc.) with their profile.
- Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- Bidder then logs in to the site through the secured log-in by entering their users ID/password and the password of the DSC/e-Token.

### SEARCHING FOR TENDER DOCUMENTS

- There are various search options built in the CPP Portal. To facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS/email in case there is any corrigendum issued to the tender document.
- The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

## **PREPARATION OF BIDS**

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

## **SUBMISSION OF BIDS**

- Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- Bidder has to select the payment option as 'offline' to pay the tender fee/EMD as applicable and enter details of the instrument.
- Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- Bidders are requested to note that they should necessarily submit their financial bids in the Format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cell with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric, encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the

uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- Upon the successful and timely submission of bids (i.e. after clicking 'Freeze Bid Submission' in the portal), the portal will give a successful bid submission message and a bid summary will be displayed with the bid no. and the date and time of submission of the bid with all other relevant details.
- The bid summary has to 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.
- Any queries relating to the tender documents and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contract person indicated in the tender.
- **Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk Nos. 0120-4200462/0120-4001002.**