

Gram: Agricomplex  
Medziphema



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

Phone : 247241/24725  
Fax : 0386224724



F.No.RCN/Tender/2019/13

Dated: 12<sup>th</sup> January 2022.

**NOTICE INVITING TENDER(NIT)**

ICAR Nagaland Centre, Medziphema invites **e-tendering** for **Supply/ installation of Mini Rice Mill** from the reputed Firms/ Suppliers/ Manufacturers/ Producers/ Authorized Dealers etc. Under **TSP Project at ICAR Nagaland Centre, Medziphema.**

Tender NO	F.No.RCN/Tender/2019/13
Tender Fee	Nil
Tender Fee Exemption	Nil
<b>Bid Submission Start Date/ time</b>	<b>12/01/2022 3:00 pm</b>
<b>Bid Submission last Date / time</b>	<b>01/02/2022 3:00 pm</b>
<b>Bid opening (Technical Bid) / Time / venue</b>	<b>02/02/2022 3:00 pm</b>
<i>Tender Documents can be downloaded from <u>Central public procurement portal (CPPP) or <a href="http://www.icarnagaland.nic.in/">http:// www.icarnagaland.nic.in/</a> e-mail at <a href="mailto:rcn.storesection@gmail.com">rcn.storesection@gmail.com</a></u></i>	
Address for communication	ICAR Research Complex For NEH Region Nagaland Centre, Medziphema - 797106

Sd/-  
Assistant Administrative Officer.



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**F.No.RCN/Tender/2019/13**

**Dated: 12<sup>th</sup> January 2022.**

*\*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 (Times of india & 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.**

**Terms and Conditions:**

1. In the first page of the technical document, the firms have to attach with an application in the firms official letter pad addressing to “HEAD OF REGIONAL CENTRE” citing their participation in the tender and mention details list of documents submitted/attached by the tenderer. (**refer annexure V**)
2. The Tender should consist of two Bids – The techno commercial bid (Bid ‘I’) and the financial bid (Bid ‘II’).
3. **\*Financial bid have to be quoted only in B.O Q excel provided format, and no need to submit the hard copy of financial bid**
4. 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.
5. 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)**
6. 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.
7. The Tenderer must compulsory have a GST Registration.
8. Price quoted must be given per quintal and 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.
9. 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** )

10. The Buyer shall not be responsible for payment of transit insurance charge.
11. \*Last date and time for receipt of all the tender is up to 3.00 PM of 1<sup>st</sup> February 2022.
12. Tenders will be opened on 2<sup>nd</sup> February 2022, at 3.00 PM
13. **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).**
14. Performance guarantee **3% of the total value (Refundable on expiring of Contract)** only of the contract value required for one year shall have to be deposited by the successful contractor immediately on the receipt of the work order, in the form of Demand Draft/Bank Guarantee/Banker Cheques valid for One Year. Payable at S.B.I., Medziphema. in favor of the Joint Director, ICAR Research Complex for N.E.H. Region, Nagaland Centre, Jharnapani, Medziphema.
15. No interest on security deposit and earnest money deposit shall be paid by the office to the tenderer.
16. *Performance guarantee/Security Deposit of will be retained by the office for six months / till the coverage of warranty/ guarantee period or till the contract period.*
17. 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.
18. Legal jurisdiction for all disputes shall be within purview of the Dimapur Court.
19. The Joint Director reserves the right to accept or reject any quotation/ tender, in part or in full without assigning any reason thereof.
20. 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.
21. 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.
22. For any query/ clarification, the undersigned may be approached at: Contact No.: 03862-247241 / **E-mail: [icarnagaland@gmail.com](mailto:icarnagaland@gmail.com) [rcn.storesection@gmail.com](mailto:rcn.storesection@gmail.com)**

**Sd/-  
Asstt. Administrative Officer .**

## **Others 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). 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,
2. The Bidder has to note that, the product has to be of branded high/good super quality.
3. **\*Product Preference will be for “Made in India”**
4. *The guarantee/ warrantee should be from the date of installation, and Certificate has to be provided by the supplier.*
5. Illegible and Over writing, cutting etc. in the rates/tender documents will make the tender liable for rejection.
6. **Furnishing of related documents like earlier supplied, experience, test qualifications, enrollment with any State Govt., Agency etc. has to be attached along with the tender documents (if any).**
7. *Income tax clearance (up to date), last 2-5 years financial standing/balance sheet, annual turnover etc. should be enclosed (if any).*
8. **The Tenderer must have an Valid GST Registration. which is mandatory,**
9. **The tenderer must also have, Trade License, PAN Card etc. which is mandatory,**
10. **Price quoted must be all inclusive, including packing, forwarding, Delivery charges, Labourer 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.**
11. The supply/Installation should be F.O.R. destination ICAR, Nagaland Centre or to the respective Places Division/Stores.
12. 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 1 (one) year from date of approval 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.
13. The selected tenderers must complete the supply & installation within 30 (thirty) days from the date of issue of supply order. Delay in supply within the prescribed time limit as per the supply order shall attract 1% penalty of the bill value per week and part thereof.
14. The equipment/items that broke/damaged during the transportation have to be replaced immediately by the firm.
15. The selected firm has to supply and install the product as quoted, and if the product is found to be of fake quality then the order will stand as cancelled, and then security deposit will be forfeited.
16. Installation cum demonstration has to be borne by the supplier at its own expenditure.
17. The Supplier has to provide full free servicing of the equipment’s during the guarantee/warranty periods.
18. **\*After successfully Supply. the bill in triplicate has to be submitted in triplicate in the name of TheHead of Regional Centre, ICAR Nagaland Centre**
19. All expenses will be borne by the firm for sending goods to ICAR Nagaland Centre.
20. No advance payment will be entertained by any means.
21. **\*Other terms & conditions may be decided by the Competent Authority during the issue of supply order.**

27. 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: Mini Rice Mill.**

<b>Items with Specification</b>
<p><b>Mini Rice Mill</b></p> <ul style="list-style-type: none"><li>• <b>Type</b> : Automatic</li><li>• <b>Materials</b> : Heavy duty steel base frame with heavy roller &amp; ball bearing</li><li>• <b>Production</b> : 100 -150 kg/hr</li><li>• <b>Electric Motor</b> : 3 hp single phase with starter cum overload relay.</li><li>• High quality v-belt fitted in mill and pump.</li><li>• Other accessories parts fitted in the machine</li><li>• Machine should have valid test report by Authorized Testing Centre.</li></ul>



#### **Note to Bidder.**

1. The Bidder is requested to comply all the technical specification cited above.
2. The quantity may increase/decrease as per the rate & budget allotted to the institute.
3. Make & Model of the machine is mandatory.

## Annexure - I

### TECHNICAL BID PREPARATION

Sl.no	Type of Bid	Check list of Bid Documents
A.	<b>Technical Bid</b>  <i>(All pages of the tender documents for Technical Bid must be duly Signed by the tenderer with seal and upload in CPPP Portal.)</i>	1. Cover letter on official letter head of the firm letter pad (refer Annexure -v)
		2. Contact No. / e-mail ID (Mandatory)
		3. Firms Trade License/ GST registration no (Mandatory)
		4. Profile /Track record of the company/Firms (if any)
		5. Income tax return (up to date) (Mandatory)
		6. Balance sheet for last 2-3 years (if any)
		7. Last 2-3 yrs. experience (if any)
		8. <b>Details of the product along with brand name, model &amp; make /catalogue etc. (Mandatory)</b>
		9. Authorization letter /dealership certificate (Mandatory)
		10. Bidder Manufacturer test report from Govt. Organization, Manufacturer profile, Certification of manufacturer, Machines should be tested and approved by Authorized Testing Centre.
		11. Valid GST registration certificate (Mandatory)
		12. Photo copy of pan card (Mandatory)
		13. Bank A/c detail (Name, Account No, Bank Branch, IFSC code and MICR code etc.) (Mandatory)
		14. Undertaking and declaration (Format given in annexure III) on official letter head duly signed by the tenderer along with seal. (Mandatory)
		15. Other credentials (if any).

## 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 /unit	Total amount (including all taxes)
1	Mini Rice Mill	2	00.00	00.00
<b>Rate should be inclusive of all taxes. ` 00.00</b>				

(\*The quantity may increase or decrease as per the rate & budget allotted to the institute)

## **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: .....

***\*Note that undertaking is compulsory & mandatory. Tender will be rejected if undertaking is not submitted.***

## **Annexure – V**

(Covering letter For eg. In firms letter pad)

**To,**

**HEAD OF REGIONAL CENTRE**  
ICAR Research Complex For NEH Region  
Nagaland Centre, Medziphema-79716.

**Sub : Participating for tender on “Supply of Mini Rice Mill”**

**Dear Sir,**

I am herewith submitting my participation for tender on “**Supply of Mini Rice Mill**” at ICAR Nagaland Centre, and the details list of documents submitted/attached for reference are as cited below.

This is for your kind information please.

Thanking you.

Yours faithfully

(XYZ)

Firm Seal with designation.

### **List of Documents attached.**

1. xyz.
- 2... Xyz etc



## 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 I 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.**