



ICAR - CENTRAL ISLAND AGRICULTURAL RESEARCH INSTITUTE
ANDAMAN AND NICOBAR GROUP OF ISLANDS

IS/ISO 9001 : 2008 CERTIFIED

BATHU BASTI, GARACHARMA PO, PORT BLAIR – 744 105, INDIA

Fax:03192-251068 Phone No:250235, 250436

Email: Sridham.Biswas@icar.gov.in , director.ciari@icar.gov.in

STANDARD ONLINE (E-PROCUREMENT MODE)

BIDDING DOCUMENT FOR

SUPPLY OF SHREDDER

Document to be submitted online as per Schedule of requirement



NOTICE INVITING ON LINE TENDERS

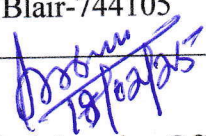
File No. 1-37/KVK-PB/Misc/2024

Dated: 18/02/2025

The Director, ICAR-CIARI, Port Blair, invite e-tenders through the website URL:<http://eprocure.gov.in/eprocure/app> under two bid systems from manufacturers/authorized dealers/stockiest for supply of Coconut Pulveriser (Semi automatic, all stainless steel contact parts, motor-3Hp, Capacity-350 nuts/hr, ISO 9001 certification, warranty 1 year for motor and 1 year for manufacturing defects) for this ICAR-KVK, South Andaman.

CRITICAL DATE SHEET

| | |
|---|---|
| Tender ID (To be allotted by portal after uploading of tender) | |
| Tender Reference No | File No. 1-37/KVK-PB/Misc/2024 Dated 18.02.2025 |
| Date of release of Tender through e-procurement Portal | 17.02.2025 at 03.30 PM |
| Bid Submission Start Date (Online) | 17.02.2025 at 04.00 PM |
| Last date for Receipt of EMD at ICAR-CIARI, Port Blair | 26.02.2025 at 03.30 PM |
| Last Date & time for submission of online Bid | 27.02.2025 at 03.30 PM |
| Date & time for opening of Bid | 28.02.2025 at 03.00 PM |
| Address for Communication | The Director, ICAR-CIARI, Bathubasti, Garacharma, (P.O.), Port Blair-744105 |


Assistant Administrative Officer

Copy to: - I/c. AKMU Cell, ICAR-CIAR with request to upload the tender notice on our Institute website.

SCHEDULE OF REQUIREMENT

| Sl. No. | Brief description of goods | Quantity | Place of Delivery/Installation of Equipment |
|---------|--|----------|---|
| 1. | Coconut Pulveriser (Semi automatic, all stainless steel contact parts, motor-3Hp, Capacity-350 nuts/hr, ISO 9001 certification, warranty 1 year) | 01 No | |

IMPORTANT NOTES:-

1. Tender Documents can be downloaded from the ICAR-CIARI website www.ciari.icar.gov.in or from the Central Public Procurement Portal URL:<http://eprocure.gov.in/eprocure/app>. Bidders should enroll/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. ICAR-CIARI, Garacharma, Sri Vijaya Puram will not be held responsible for any delay in enrollment / 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.
4. Any change/corrigendum/extension of opening date in respect of this tender shall be issued through the above mentioned websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit the website for updates.
5. EMD should be submitted separately for equipment. Micro and small enterprises (MSME) as defined in MSE procurement policy issued by Dept. of Micro small and medium enterprises (MSME) or are registered with the central purchase organization on the concerned ministry on Departments on Start-up as recognized by Dept. of Industrial policy and promotion (DIPP) are exempted from submission of EMD. However, they should furnish relevant document on the same with their tender for claiming the exemption.

Place: Sri Vijaya Puram

Date:


Assistant Administrative Officer
For Director, ICAR-CIARI



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INDIA



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Email: Sridham.Biswas@icar.gov.in, director.ciari@icar.gov.in

Annexure-I
Dated: 17/02/2025

F. No. 1-37/KVK-PB/Mise/2024

INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. For Online Bid Submission as per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>). The bidders are required to submit copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. More information useful for submitting the online bids on the CPP Portal is available/obtained at URL:<http://eprocure.gov.in/eprocure/app>. Manual/offline bids shall not be accepted under any circumstances.

For Registration

2. 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". Enrolment on the CPP Portal is free of charge.
3. 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.
4. All the tender documents & price bid to be up loaded as per this tender are to be digitally signed by the bidder.
5. All the communications with respect to the tender shall be addressed to: The Director, ICAR-CIARI, Bathu Basti, Garacharma, P.O., Sri Vijaya Puram-744105.
6. The firms are also required to upload copies of the following documents failing which the quotation will not be considered:-

DOCUMENTS TO BE UPLOADED IN COVER-I

(A) TECHNICAL BID

1. Copy of Certificate of Registration / Incorporation Certificate along with MoA certifying that the Bidder is a legal entity registered in India.
2. Documentary evidence by the supplier for being the authorized dealer designated by OEM for selling the proposed make and model.
3. Certificate from CA for net worth.
4. Audited financial statements for bidder's turnover.
5. Tax registration Certificate from authorities as appropriate and Permanent Account Number (PAN).
6. Details of Bidder:
 - (i) Name of the Bidder Firm/Agency/Company.

- (ii) Address of the Bidder Firm/Agency/Company.
(iii) Name and full Details (including phone number and email) of Contact person of the Bidding Firm/Agency/Company.
7. Copies of Brochure of offered make and model of Coconut Pulveriser (Semi automatic, all stainless steel contact parts, motor-3Hp, Capacity-350 nuts/hr, ISO 9001 certification, warranty 1 year for motor and 1 year for manufacturing defects)) in the bid.
 8. Undertaking by bidder for not being blacklisted in format enclosed as **Annexure-III**.
 9. Scanned copy of EMD of Rs. 8,100/- (Rupees eight thousand one hundred only)/its exemption, if any
 10. Scanned copy of GST allotted to the firm.
 11. Tender Acceptance letter (**Annexure-X**)
 12. Scanned copy of Manufacturers Authorization Certificate.
 13. Scanned copy of Bank Account Details duly filled in **Annexure-VI**.
 14. Scanned copy of check list (**Annexure-VII**) duly filled.
 15. Duty filled Questionnaire- **Annexure-VIII**.
 16. Name & Address of local dealers/Service provider.

(B) FINANCIAL BID / BOQ

- a. Price Bid as BoQ_XXXX.xls to be filled online and submitted. Please note that the file name should not be changed. (**Annexure – IV**)


18/02/2025

Assistant Administrative Officer

TERMS AND CONDITIONS

1. The bidders may submit duly filled and completed bidding document ONLINE as per instruction contained in **Annexure –I**. Incomplete bid shall be rejected. The conditions of tender shall be governed by the details contained in complete bid document.
2. The rate should be quoted keeping in view of delivery of the Coconut Pulveriser (Semi automatic, all stainless steel contact parts, motor-3Hp, Capacity-350 nuts/hr, ISO 9001 certification, warranty 1 year as per specification (**Annexure-V**), inclusive of costs sales tax/GST (if applicable) transportation charges upto our site and demonstration at ICAR-Krishi Vigyan Kendra, Sippighat, South Andaman – 744105.
3. ICAR-CIARI is eligible for GST exemption and certificate can be issued, hence applicable GST only apply.
4. 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.
5. The supplier shall be responsible for any damage of Coconut Pulveriser (Semi automatic, all stainless steel contact parts, motor-3Hp, Capacity-350 nuts/hr, ISO 9001 certification, warranty 1 year for motor and 1 year for manufacturing defects) during the transit.
6. **Earnest Money Deposit (EMD)**
The bidder shall submit Earnest Money Deposit (EMD) of INR Rs. 8,100/- (Rupees eight thousand one hundred only), which shall be deposited in the form of Demand Draft on offline.
 - (i) The Bid Security (EMD) shall be in Indian Rupees (INR) and shall be in form Demand Draft issued by a Scheduled / Nationalized Bank in India, in favor of “**ICAR-UNIT-CARI**” (Name of the authority receiving the Demand Draft) payable at **Garacharma Branch, Sri Vijaya Puram (IFSC Code No. SBIN0009670)**
 - (ii) The EMD shall be valid for at least 180 (one eighty) days from the date of submission of proposal. No interest shall be payable on Bid Security under any circumstances.
 - (iii) Unsuccessful bidder’s EMD will be released as promptly as possible.
 - (iv) The successful bidder’s EMD will be released upon submission of Performance Bank Guarantee by the bidder.
 - (v) The EMD will be forfeited on account of one or more of the following reasons:
 - The Bidder withdraws its proposal during the period of proposal validity.
 - Bidder does not respond to requests for clarification of its proposal.
 - The Bidder fails to deliver the Coconut Pulveriser (Semi automatic, all stainless steel contact parts, motor-3Hp, Capacity-350 nuts/hr, ISO 9001

certification, warranty 1 year for motor and 1 year for manufacturing defects)) within the stipulated time as 20 days of the issue of order.

- The EMD shall be exempted for bidders having a valid certification of registration under single point registration scheme as per allowed exemption.

7. **Performance Security**

- Performance security shall be deemed to be an amount equal to 3%(Three) of the contract value.
- The selected proposer will furnish a Bank Guarantee in the form of BG/DD/Pay Order substantially in the specified form by scheduled Banks as performance security towards the contract.
- The Performance Bank Guarantee shall be valid till the Expiry of Agreement Plus Three months, subject to time-to-time renewals.
- The Performance Bank Guarantee may be discharged/ returned by the ICAR-CIARI, Sri Vijaya Puram upon being satisfied that there has been due performance of the obligations of the selected firm under the contract. However, no interest shall be payable on the Performance Bank Guarantee.
- ICAR-CIARI, Sri Vijaya Puram shall notify the selected proposer in writing of the exercise of its right to receive such compensation within 14 days, indicating the contractual obligation(s) for which the selected firm is in default.
- ICAR-CIARI, Sri Vijaya Puram shall also be entitled to make recoveries from the selected proposer's bills, performance bank guarantee, or from any other amount due to him, the equivalent value of any payment made to him due to inadvertence, error, collusion, misstatement.

8. **Eligibility Criteria**

The bidders must fulfill the following minimum Qualifying Criteria:-

- In case a dealer is participating in the Tender on behalf of one manufacturer, he/she is not allowed to participate/ quote on behalf of another manufacturer. All such bids with same make/ manufacture will be rejected.
- Bidder must produce with their Bid – PAN, Goods & Services Tax Identification No. (GSTIN).
- Indian manufacturers should be registered with company of Law Affairs under Company's Act.

| Sl. No. | Basic Requirement | Specific Requirements | Documents Required |
|---------|-------------------|--|---|
| 1. | Legal Entity | The bidder should have a legal entity registered in India. | Copy of Certificate of Incorporation/Registration under Companies Act, 1956/2013. |
| 2. | Turnover | The bidder shall have a turnover of minimum INR1000000/-(INR Ten lakhs only) from the sale and supply of Shredder/UAV in any one of the previous two financial years for 2020-21 or 2021-22. | Audited and Certified Balance Sheet and Profit/Loss Account for the last 2 (Two) Financial Years. Certificate from the Statutory Auditor/CA on turnover details from the "business areas" over the last 2 (Two) audited financial years 2020-21 or |

| | | | |
|----|--------------|--|---|
| | | | 2021-22. |
| 3. | Net Worth | The bidders should have positive net worth as per the audited consolidated financial statements in each of the last 2 (Two) financial years (2020-21 or 2021-22) | Certificate from the Statutory Auditor on net worth. |
| 4. | Blacklisting | As on date of submission of the proposal, the Bidders shall not be under a declaration of ineligibility for corrupt or fraudulent practices or Blacklisted with any of the State Government/ Central Government/ semi Government/PSU/ Municipal agencies in India at the time of submission. | Undertaking by the authorized signatory as per the format given as Annexure III |
| 5. | Experience | The Bidders should have successfully completed at least Two projects of supplying of Shredder of the higher or equal technical specification in last 2 (Two) Years. | Copy of work order Completion Certificates from the client followed by undertaking as per the format given as Annexure V |

Note:

- (i) If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules or as a Startup, the bidder shall be exempted from the requirement of "Turnover" Criteria and "Experience" Criteria. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be enclosed for evaluation by the buyer.

9. Instruction to Bidders regarding submission of Financial Bid

- (i) The bidder shall quote the rate as per the proforma given at 'Annexure IV' of the Tender Document, Deviation, if any from given particulars/specification shall not be accepted.
- (ii) No overwriting or cutting is permitted in the financial bid Form, In such cases, the tender/bid shall be summarily rejected. In case of discrepancy in financial quote between words and corresponding figures, the amount depicted in words shall prevail.
- (iii) Unsigned quotations /bid will not be considered.

10. Validity of Bids

The bids shall be valid for a period of 90 days from the date of opening of bids. A bid for a shorter period of validity shall stand rejected.

11. Preference to Make in India (MII) product (For bids < 200 Crore):

Preference shall be given to Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/ Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a Class 1 local supplier is 50%. If the bidder wants to avail the Purchase preference, the bidder must submit a certificate regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted.

12. Purchase preference to Micro and Small Enterprises (MSEs):

Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product.

13. Award of Contract

(a) For purchase of Coconut Pulveriser (Semi automatic, all stainless steel contact parts, motor-3Hp, Capacity-350 nuts/hr, ISO 9001 certification, warranty 1 year) From the technically qualified bidders, the Bidder who has submitted the lowest Financial bid, as per **Annexure IV**, shall be selected as L1 and liable to called for further process leading to the award of work order.

14. If L1 is Class-I Local supplier, the contract of full capacity will be awarded to L1. If L1 bidder is not a Class-I local supplier, 50% of the order quantity shall be awarded to L1. Thereafter, the lowest bidder among the Class-I local supplier will be invited to match the L1 price for the remaining 50% quantity subject to the Class-I local suppliers quoted price falling within the margin of 20% of L1 bidder and contract for that quantity shall be awarded to such Class-I local supplier subject to matching the L1 price. In case he bidder fails to match the L1 price, the next Class-I local supplier within the margin of 20% shall be invited to match the L1 price for remaining quantity and so on.

15. If L1 is not an MSE and MSE Seller (s) has/have quoted price within L1 + 15% (Selected by Buyer) of margin of purchase preference/price band defined in relevant policy, such Seller shall be given opportunity to match L1 price and contract will be awarded for 25% (selected by Buyer) of total QUANTITY.

(b) For Empanelment of Coconut Pulveriser (Semi automatic, all stainless steel contact parts, motor-3Hp, Capacity-350 nuts/hr, ISO 9001 certification, warranty 1 year for motor and 1 year for manufacturing defects) Suppliers under the Scheme:

From the technically qualified bidders, all the bidder within 20% margin of L1 bidder will be empaneled and listed for supply of Coconut Pulveriser (Semi automatic, all stainless steel contact parts, motor-3Hp, Capacity-350 nuts/hr, ISO 9001 certification, warranty 1 year for motor and 1 year for manufacturing defects) along with the cost of Coconut pulveriser and the purchasers of Coconut pulveriser with financial assistance under the Government Scheme will have the liberty to choose any Coconut pulveriser from the enlisted suppliers.

16. **Penalty for delayed Supply of Coconut Pulveriser (Semi automatic, all stainless steel contact parts, motor-3Hp, Capacity-350 nuts/hr, ISO 9001 certification, warranty 1 year)**

17. The Coconut pulveriser (3Hp,350 nuts/ Hour, Stainless steel contact parts, Semi automatic ISO9001 certificate) as per the given indicative specification in Annexure I should be supplied within 3 weeks of receipt of the purchase order, failing which a penalty equal to 0.1% of indent cost per day of delay will be imposed and recovered from payment due to the supplier. In case the successful bidder fails to supply the material even after the lapse of 2 weeks from the time period given for delivery of goods, the organization may choose to cancel the work order and purchase the same from the L2 bidder at the risk and cost of the successful bidder.

18. **PRICE SCHEDULE & TERMS OF PAYMENTS**

- (i) All applicable taxes & duties including GST, other levies and charges etc, should be mentioned clearly.
- (ii) It is hereby confirmed that, except as otherwise stipulated in the tender Specification and statutory variations permitted as per the contract, the above unit rates and other charges as mentioned in this schedule, will remain firm till the subject suppliers are completed. Further, it is confirmed that no other charges would be payable by ICAR-CIARI, Sri Vijaya Puram in connection with our execution of the resultant Purchase Order.
- (iii) The "Contract Price" shall mean the total price mentioned in col. 5 in **Annexure-IV**.

19. **Purchaser's Rights**

The ICAR-CIARI, Sri Vijaya Puram

- (i) reserves the right to accept/reject any or all the Bids in whole or in part and annul the bidding process without assigning any reason whatsoever.
- (ii) reserves the right to award the supply orders in parts to more than one Bidder.
- (iii) reserves the right to relax/withdraw any of the terms and conditions mentioned.
- (iv) reserves the right to blacklist a bidder for a suitable period in case the firm, fails to honor its bid without sufficient grounds.
- (v) reserves the right that the actual quantities of Coconut Pulveriser (Semi automatic, all stainless steel contact parts, motor-3Hp, Capacity-350 nuts/hr, ISO 9001 certification, warranty 1 year for motor and 1 year for manufacturing defects) that may be purchased may vary. It shall in no way be binding to purchase the exact number of quantities as indicated in the Tender Document.

20. **Terms of Payments**

- (i) 90% of payment towards supplied Coconut Pulveriser (Semi automatic, all stainless steel contact parts, motor-3Hp, Capacity-350 nuts/hr, ISO 9001 certification, warranty 1 year for motor and 1 year- Against successful supply and demonstration at site.
- (ii) 10% of payment towards supplied Shredder – Against after verification and one month of successful working of Coconut Pulveriser (Semi automatic, all stainless steel contact parts, motor-3Hp, Capacity-350 nuts/hr, ISO 9001 certification, warranty 1 year for motor).

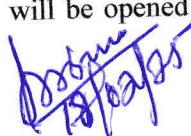
21. **Mode of Payments**

- (i) Payments against bill/Invoice shall be released only after execution of the supply order and the quality of the items are found to the satisfaction.
- (ii) Payment will be made directly to the supplier through NEFT/RTGS. No request for other mode of payment will be entertained.
- (iii) No advance payment will be made in any case.
- (iv) No other charges towards transport or service charges or by whatsoever name called shall be payable.

22. Genuineness of Supplied Coconut Pulveriser (Semi automatic, all stainless steel contact parts, motor-3Hp, Capacity-350 nuts/hr, ISO 9001 certification, warranty 1 year for motor).

- (i) The Shredder supplied shall be in original sealed packing from the manufacture.
- (ii) In case of any manufacturing defect of any shape/kind, the Shredder shall have to be immediately replaced with a new one.
- (iii) The supply shall be completed within the delivery time as specified in section "Penalty for delayed Supply of Shredder" of the Tender Document from the date of placement of Purchase Order.
- (iv) **Warranty and Service Support:** 01 (three) Years Comprehensive Warranty form the date of delivery of the said goods /stores /articles to the purchaser and notwithstanding the fact that the purchaser (Inspector) may have inspected and /or approved the said goods/stores/articles.
- (v) The supplier should have the Service Centre's established and the schedule of onsite service that will be required to be adhered to is:-
 - a) Response time after information within 2 days.
 - b) Maximum time for repair/ replacement will be one week.
 - c) The supplier should also provide service support for inclusive in Shredder cost.

23. In case, holiday is declared by the Government on the day of opening the bids of the tender happened to be non-working day due to Bandh/Strike as any other reasons, the tender will be opened on the following working day at the same time.


Assistant Administrative Officer

Annexure-III

DECLARATION FOR NOT BELNG BLACKLISTED
(On letter head of the Bidder)

FROM:

DATE:

To,

Dear Sir,

I/we here by solemnly declare that any of our Directors or Partners, jointly or severally and/or individually or our firm/company have not been black listed by the Central Govt. or the State Govt. or its undertakings.

I/we here by further declare that, if the declaration is found untrue,..... (Name of organization) shall be entitled to take any action against us severally and/or individually or our firm/company in this regard in any manner that may be deemed fit by
..... (Name of the organization)

Yours faithfully,

(Signature of authorized signatory)
Dated
Name & Address of Firm Authorized
Signature & Seal of the Firm

Annexure-IV

FINANCIAL BID

| SI. No. | Name of item/specification | Quantity | Unit Price (Rs.) | Total Amount(Rs.) |
|---------|--|----------|-------------------------------------|-------------------|
| 1. | Coconut Pulveriser (Semi automatic, all stainless steel contact parts, motor-3Hp, Capacity-350 nuts/hr, ISO 9001 certification, warranty 1 year for motor) as per specification as indicated in Annexure-V | 01 No. | Rate should be quoted in BOQ format | |

Note: - i) Rates to be quoted in unit price

ii) GST, (if, applicable) should be indicated separately.

(Signature of authorized signatory)
Date :-
Name & Address of Firm authorized
Signature & Seal of the Firm

Technical Specification of Coconut Pulveriser

| Sl. No. | Description of the item |
|---------|--|
| 01 | Coconut Pulveriser (Semi automatic, all stainless steel contact parts, motor-3Hp, Capacity-350 nuts/hr, ISO 9001 certification, warranty 1 year for motor) |

Signature of the Bidder with seal

E-Payment / NEFT / RTGS Mandate Form

Name of the Account Holder

:

Account Number

:

Name of the Bank

:

Branch Code of the Bank

:

Address of the Bank

:

IFSC Code

:

MICR Code

:

Contract Number (Landline / Mobile)

:

E-Mail Address

:

(Signature of the Account Holder)

E-Payment / NEFT / RTGS Mandate Form

Name of the Account Holder :

Account Number :

Name of the Bank :

Branch Code of the Bank :

Address of the Bank :

IFSC Code :

MICR Code :

Contract Number (Landline / Mobile) :

E-Mail Address :

(Signature of the Account Holder)



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BATHU BASTI, GARACHARMA PO, Sri Vijaya Puram – 744 105, INDIA

Fax:03192-251068 Phone No: 250235, 250436

Email: Sridham.Biswas@icar.gov.in , director.ciari@icar.gov.in



Annexure-VII

Name of the Firm:

Tender Reference No:

Name of the Tender/work:

Check List

| SI. No. | Document | Complied (Y/N) | Page No. |
|---------|---|----------------|----------|
| 1. | Copy of Certificate of Registration / Incorporation Certificate along with MoA certifying that the Bidder is a legal entity registered in India. | | |
| 2. | Documentary evidence by the supplier for being the authorized dealer designated by OEM for selling the proposed make and model | | |
| 3. | Certificate from CA for net worth | | |
| 4. | Audited financial statements for bidder's turnover | | |
| 5. | Tax registration Certificate from authorities as appropriate and Permanent Account Number (PAN) | | |
| 6. | Details of Bidder: (i) Name of the Bidder Firm/Agency/Company (ii) Address of the Bidder Firm/Agency/Company (iii) Name and full Details (including phone number and email) of Contact person of the Bidding Firm/Agency/Company | | |
| 7. | Enclosed copies of Brochure of proposed make and model of Coconut Pulveriser (Semi automatic, all stainless steel contact parts, motor-3Hp, Capacity-350 nuts/hr, ISO 9001 certification, warranty 1 year for motor | | |
| 8. | Undertaking by bidder for not being blacklisted in format enclosed as Annexure III | | |
| 9. | Scanned copy of EMD of Rs. 8,100/-(Rupees.eight thousand one hundred only..)/its exemption, if any | | |
| 10. | Scanned copy of GST allotted to the firm | | |
| 11. | Tender Acceptance letter (Annexure-IV) | | |
| 12. | Scanned copy of Manufacturers Authorization Certificate | | |
| 13. | Scanned copy of Bank Account Details duly filled in Annexure-III | | |
| 14. | Scanned copy of check list (Annexure – VII) duly filled | | |
| 15. | Name & Address of local dealers/Service provider | | |

QUESTIONNAIRE

| | | |
|----|---|--|
| 1. | Name of the Firm / Agency | |
| 2. | Constitution of the Firm / Agency (Governing Act) a) Indian Companies Act, 1956 b) Indian Partnership Act, 1932 (please give names of partners) c) Any other Act, Please specify. | |
| 3. | For partnership firms , whether registered under the Indian Partnership Act, 1932? i) If yes, Please state further whether by the Partnership agreement, authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the partner who has signed the tender? ii) If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firms authorizing the partner who has signed the tender to refer dispute concerning business of the partnership to arbitration. iii) If answer to (i) or (ii) above is in the affirmative please furnish a copy of either the partnership agreement or the general Power of attorney as the case may be. | |
| 4. | (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. | |
| 5. | Name and Full Address of the Bankers | |
| 6. | Registration Number of the Firm | |
| 7. | PAN / TIN of the Firm | |
| 8. | Experience in no, of years (Name and address of client department may be indicated in chronological order and supporting documents may be attached in same manner) | |
| 9. | Whether the Firm possesses the required technical competence, financial resources & reputation to execute the supplies. Please mention clearly. | |

Note: The information required at serial no. 1 to 9 must accompanied with the certified copies of the documents and attached as per the serial number failing which the tender is liable to be

rejected. No other document needs to be attached with the tender form. All pages of tender documents & supporting documents must be duly signed by the tender.

Part –II (Details of Firm Representative):

1. Name and address of the firm's representative , if any, and whether the firm would be represented at the time of opening of the tenders.

Dated:

Bidder (s) / Authorized Signatory (ies)

Place:.....

Bidders guidance 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 EMD as applicable.

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 colored (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 sis maintained using the secured Socket Layer128 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.

ASSISTANCE TO BIDDERS

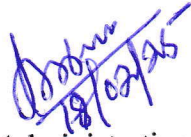
1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority or the relevant contact person indicated in the tender.

2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1204200462

General Instructions to the Bidders

1. The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in pdf format.
2. Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the website <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".
3. Tenderer are advised to follow the instructions provided in the "Instructions to the Tenderer" for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <http://eprocure.gov.in/eprocure/app>

KIND ATTENTION: FOR TAKING ASSISTANCE, IF ANY, VISIT
CPP Portal website: www.eprocure.gov.in


Assistant Administrative Officer

TENDER ACCEPTANCE LETTER
(to be given on Company letter head)

Date:

To,
The Director,
ICAR-CIARI,
Garacharma,
Sri Vijaya Puram-744105

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 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 have 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 summarily reject the bid or terminate the contract, without prejudice to any other rights or remedies including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)