



ICAR - CENTRAL ISLAND AGRICULTURAL RESEARCH INSTITUTE
(Indian Council of Agricultural Research)

Port Blair – 744 105

Fax: 03192-251068 Phone: -250436-250235-250239



**STANDARD ONLINE (E-PROCUREMENT MODE)
BIDDING DOCUMENTS FOR
PURCHASE OF Coco peat and Vermicompost
Document to be submitted online
as per Schedule of requirement**

NOTICE INVITING ON LINE TENDER

File No. 41-2/18-19/ST/H&F

Dated :03.12.2018

The Director, ICAR-CIARI, Port Blair, invites e-tenders through the website URL:<http://eprocure.gov.in/eprocure/app> under two bid systems from eligible and qualified bidders for supply of the **Coco peat and Vermicompost**.

CRITICAL DATE SHEET

Tender ID (To be allotted by portal after uploading of tender)	
Tender Reference No	File No. 41-2/18-19/ST/H&F Dated : 02.02.2018 Dated :19.11.2018
Date of release of Tender through e-procurement Portal	03.12.2018
Bid Submission Start Date (Online)	03.12.2018 2.00 PM
Last date for Receipt of EMD at ICAR-CIARI, Port Blair	22.12.2018 4.30 PM
Last Date & time for submission of online Bid	22.12.2018 4.30 PM
Date & time for opening of Bid	24.12.2018 11.00 AM
Address for Communication	The Director, ICAR-CIARI, Garacharma, Port Blair-744105

Sd/-

Assistant Administrative Officer

SCHEDULE OF REQUIREMENT

S.NO	Description of the Items	Quantity	E.M.D. to be deposited (Rs.)	Place of Delivery/Installation of Goods/Equipment
01	Coco peat	5tons	5750	ICAR-CIARI, Garacharma, Port Blair
02	Vermicompost	5tons	3750	ICAR-CIARI, Garacharma, Port Blair

IMPORTANT NOTES:-

1. Tender Documents can be downloaded from the ICAR-CIARI website www.icar-ciari.res.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. EMD defined on the Portal is MINIMUM i.e. Rs. 3750/- (Rupees Four thousand only) as indicated in the EMD column of the above table. The EMD should be submitted separately for each of the items. The goods for which offered price is less than Rs. 1,00,000/-, EMD / Bid Security need not be furnished.
4. ICAR-CIARI 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.
5. 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.

Place: Port Blair

sd/-

Date:

Assistant Administrative Officer

For Director, ICAR-CIARI

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](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 tenderer stipulate any condition of his own, such conditional tender is liable to be rejected.
4. The item should be delivered at ICAR-CIARI, Garacharma, Port Blair and the supplier shall be responsible for any damage of goods during the transit.
5. All the tender documents & price bid to be up loaded as per this tender are to be digitally signed by the bidder
6. All the communications with respect to the tender shall be addressed to: The Director, ICAR-CIARI, Garacharma, Port Blair-744105.
7. 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

- a. Scanned copy of EMD /its exemption, if any
- b. Scanned copy of Firms registration, PAN Card, GSTIN.
- c. Tender Acceptance letter (Annexure-IV)
- d. Scanned copy of Manufacturers Authorization Certificate issued by Principal Manufacturer duly verified by the Manufacturing Certificate.
- e. Scanned copy of Income Tax Statement for the last two years.
- f. Scanned copy of Bank Account Details duly filled in Annexure-III
- g. Scanned copy of Annexure-V duly filling column No. 04.

(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.

TERMS AND CONDITIONS

- 1) The rate should be quoted keeping in view of supplying the material as per specification, delivery at F.O.R ICAR-CIARI, Garacharma, Port Blair inclusive of all costs, sales tax/GST (if applicable), transportation charges, charges for loading & unloading the materials, etc.
- 2) 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.
- 3) Bidder shall select the payment option as offline to pay the EMD.
- 4) Price once quoted will be final and no further negotiation/alteration will be made thereafter
- 5) The rates should be quoted as per the BOQ uploaded on the CPP Portal. The bidders are advised to download this BOQ_XXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the Financial Bid. The Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with ICAR-CIARI.
- 6) In case, holiday is declared by the Government on the day of opening the bids of the tender or it happened to be non-working day due to Bandh/Strike or any other reasons, the tender will be opened on the next working day at the same time.
- 7) Bid Validity: 180 days.
- 8) The Director, ICAR-CIARI reserves the right to accept / reject any/ all tenders in part/ full without assigning any reason thereof.
- 9) The detailed instruction for online submissions of bid(s) through e-procurement module of Central Public Procurement of NIC, the bidder(s) may visit following link: [http://eprocure.gov.in/eprocure/app?page=HelpForContractors & service=page](http://eprocure.gov.in/eprocure/app?page=HelpForContractors&service=page)
- 10) The Successful Bidder irrespective of registration status will have to deposit the Performance Security @ 5% (in Rs.) of the contract value in shape of Demand Draft drawn in any Nationalized Bank in favour of “ICAR UNIT-CIARI” payable at SBI, Garacharma (Code No.....), Port Blair within 15 days (Fifteen days from the date of issue of contract order) failing which, the Order will stand cancelled and the EMD deposited along with quotation will be forfeited. However, submission of Performance Security is not necessary for a contract value of Rs. 1(one) lakh.
- 11) The Performance Security will remain valid for a period of 60 (sixty) days beyond the date of completion of all contractual obligation of the supplier including warranty obligation, which will be returned/refunded without interest upon receipt of the written request from the Firm
- 12) In respect of perishable stores, the damaged / rejected one should be replaced by the supplier, free of cost at the ultimate destination
- 13) Delivery: Maximum of eight weeks from the date of supply order
- 14) Payment: 100% of the contract price on receipt of items by the consignee in good conditions as per the specification of the tender terms.
- 15) Dispute resolution: Decision of Director of the Institute shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, ICAR-CIARI, Port Blair. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996. The

seat of Arbitration will be Port Blair and language will be English. Laws of India in force will be applicable.

- 16) The payment will be made on actual delivery of the materials in good condition and on submission of bill in triplicate of the concerned items. No advance payment will be made under any circumstances.

Sd/-

Assistant Administrative Officer

MANDATE FORM FOR BANKING DETAILS

Registered /Postal Address:

1	Permanent Account Number (PAN) No.		
2	Name of Account Holder		
3	Bank details:		
	A	Bank Name	
	B	Branch Address	
	C	Account No.	
	D	Type of Account (Current/Savings)	
	E	MICR No	
	F	IFSC Code	

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

Date:

To,
The Director,
ICAR-CIARI,
Garacharma,
Port Blair-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/work from the website (s) namely CPPP & CIARI Website:

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 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)

Technical Specification of Materials

S.NO	Description of the Items	Quantity	Whether meets the specification
01	Coco peat	5tons	YES/NO
02	Vermicompost	5tons	YES/NO

Signature of bidder

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 EEVASIVE THE BID WILL BE LIABLE TO BE IGNORED / REJECTED.

1. Bid No..... Date for bid opening on.....
2. Offer is open for acceptance till
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. Please indicate

Name & Full address of your Banker(s):

10. Whether you are :

- i) Manufacturer of the goods quoted; or
- ii) Manufacturer's authorized agent for those goods.

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

Signature of Witness

Name & address of Witness

Signature of Bidder

Full name, designation & address of the person signing above For and on behalf of Messrs.

.....
Name & address of bidding firm)



ICAR - CENTRAL ISLAND AGRICULTURAL RESEARCH INSTITUTE
(Indian Council of Agricultural Research)
Post Box No.181, Port Blair – 744 101
Fax: 03192-251068 Phone: -250436-250235-250239



Annexure-VII

Name of the Firm :
Tender Reference No :
Name of the Tender/work :

Check List

Sl. No	Details	Submitted (Yes/No)	If submitted , mention page no. of pdf file	Remarks
1.	Scanned copy of Earnest Money Deposit (EMD)/its exemption, if any			
2.	Scanned copy of Firms registration, PAN Card, GSTIN.			
3.	Tender Acceptance letter (Annexure-IV)			
4.	Scanned copy of Manufacturers Authorization Certificate issued by Principal Manufacturer duly verified by the Manufacturing Certificate.			
5.	Scanned copy of Income Tax Statement for the last two years.			
6.	Scanned copy of Bank details (Annexure-III).			
7.	Scanned copy of Annexure-V duly filling column No. 04			

Signature of the Bidder,
with Official Seal

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 submit 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 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.

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

Sd/-
Assistant Administrative Officer