



भा०कृ०अनु०प – राष्ट्रीय याक अनुसंधान केन्द्र

ICAR - NATIONAL RESEARCH CENTRE ON YAK

दिरांग-७९०१०१, पश्चिम कामेंग जिला, अरुणाचल प्रदेश, भारत

DIRANG-790101, WEST KAMENG DISTRICT, ARUNACHAL PRADESH, INDIA



File No. 7(21)/16/Store/ARC/Lab. Consumable/ 6056

Dated 15.02.2018

**ONLINE (E-PROCUREMENT) BIDDING DOCUMENTS FOR
PURCHASE OF DIFFERENT LABORATORY CONSUMABLE UNDER
ANNUAL RATE CONTRACT FOR THE FINANCIAL YEAR 2018-19**

(Documents to be submitted online for Technical & Financial Bid)

NOTICE INVITING ONLINE TENDER

The Director, ICAR-NRC on Yak, Dirang, Arunachal Pradesh, India, invites e-tenders through e-Procurement website of Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app> under two bid systems from eligible and qualified bidders for supply of different laboratory consumables like **Chemicals, Glassware, Plasticware, Filter papers, Primers, Reagents and other research laboratory consumables** under Annual Rate Contract (ARC) for the financial year 2018-19:

CRITICAL DATE SHEET

Date of release of e-Tender through e-procurement portal	:	20.02.2018 at 9:00 AM
Bid Submission Start Date (Online)	:	20.02.2018 at 9:05 AM
Last date for submission of online Bid	:	12.03.2018 up to 5:00 PM
Last date for receipt of Tender Fee and EMD at this Institute	:	12.03.2018 up to 5:00 PM
Date for opening of e-tender	:	15.03.2018 at 12:00 PM
Address for Communication	:	The Director, ICAR-National Research Centre on Yak, West Kameng District, Dirang, Arunachal Pradesh-790101 Phone No. 03780-242259, 242387

TERMS & CONDITIONS OF THE CONTRACT

1. Tender documents can be downloaded from the ICAR-NRC on Yak, Dirang, Arunachal Pradesh website <https://www.nrcy.icar.gov.in> or from the e-Procurement website of Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app>. Bidders should enroll/register in the e-procurement module of Central Public Procurement Portal through the website <https://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. The Bidder(s) may note that ONLINE BIDS will ONLY be accepted. All the requisite supporting documents as mentioned in the bid document should and must be uploaded on-line <http://eprocure.gov.in/eprocure/app>. **The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted/ processed, in any case.**
3. Tenders/bidders are requested to visit website <https://eprocure.gov.in/eprocure/app> regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
4. The bidders may submit duly filled and completed bidding document ONLINE as per instruction contained in the bidding documents. Incomplete bid shall be rejected.
5. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time. The Director, ICAR-NRC on Yak, Dirang, Arunachal Pradesh reserves the right to accept or reject any or all the tenders.
6. **Tender Fee:** The interested firms are required to deposit (in original) **Tender Fee of ₹ 1,000/- (Non-refundable)** in the form of Demand Draft prepared in favour of **ICAR Unit-NRC on Yak, payable at State Bank of India, Dirang (Bank Code: 06010)** and addressed to **the Director, ICAR-National Research Centre on Yak, West Kameng District, Dirang, Arunachal Pradesh-790101** and should be reached at this Institute **on or before 12.03.2018 up to 05:00 PM**. **The bids/offers without tender fee will be rejected.**
7. **Bid Security (EMD):** The interested firms are required to deposit (in original) **Bid Security (Earnest Money Deposit) of ₹ 5,000/-** in the form of Demand Draft/ Bank Guarantee/ Fixed Deposit Receipt from any of the Commercial Banks in favour of **ICAR Unit-NRC on Yak, Dirang payable at State Bank of India** and addressed to **the Director, ICAR-National Research Centre on Yak, West Kameng District, Dirang, Arunachal Pradesh-790101** and should be reached at this Institute **on or before 12.03.2018 up to 05:00 PM**. The bid/offers without Bid Security (EMD) will be rejected.
8. In case of bidder/ firm is registered with Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department, shall be exempted from the payment of Bid Security (EMD). In such case, copy of the certificate showing registration with the above mentioned institutions to be uploaded in Cover-I of the e-tender in PDF format. However, in the event that a firm that has claimed Bid Security (EMD) exemption turns out to be Lowest One (L-1), the firm will have to deposit the Performance Security and no exemption will be given in that case.
9. Name of the Tenderer and Tender reference number has to be furnished behind the Tender Fee/ Bid Security (EMD) of Demand Draft. The scanned copy of Tender Fee/ Bid Security (EMD) in PDF form should be included in Cover-I of the E-tender.
10. The Bid Security (EMD) will be returned to the unsuccessful bidders.
11. **Performance Security:** After finalization of the tender, the Bid Security (EMD) of the successful bidders/ firms shall be converted into Performance Security Deposit and the same returned only after successfully completion of the contract period and obligations.

12. **Price:** The rates should be quoted in the BoQ.xls uploaded on the CPP Portal for delivery at ICAR-NRC on Yak, Dirang, West Kameng District, Arunachal Pradesh. Taxes and other charges, if any, should be indicated separately. The quoted rates & discount should be valid for the financial year 2018-19. No revision in rate on higher side and discount on lower side will be accepted.
13. **Validity of Rate Contract:** For the financial year 2018-19 (up to 31st March, 2019).
14. The bidders are advised to download this BoQ.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 tempered/modified in any manner, tender will be completely rejected and Bid Security (EMD) would be forfeited and tenderer is liable to be banned from doing business with ICAR-NRC on Yak, Dirang, Arunachal Pradesh.
15. **Terms of Delivery:** Delivery at ICAR-NRC on Yak, Dirang, West Kameng District, Arunachal Pradesh.
16. **Delivery Period:** The supply will have to complete within 30 days or as specified in purchase order in one lot. Piecemeal/ short supply would not be accepted. Failing which liquidated damage clause shall apply. The delivery of goods would be taken at the risk and cost of the supplier, shortage would also be procured at the risk and cost of the supplier.
17. **Liquidated Damage Clause:** The Director, ICAR-NRC on Yak, Dirang, Arunachal Pradesh reserves the rights to impose liquidity damages and effect recovery for any damages/ loss/ theft arising out of negligence of the supplier.
18. **Quality:** As per required specification to be given in our supply/ purchase order.
19. **Quantity:** Depending upon the actual requirement as and when needed only.
20. **Discount:** It may be ensured by the manufacture and their authorized dealer that discount offered to this institute is the maximum and no other organization is being given discount more than to this Institute.
21. **Payment:** Payment shall be made within reasonable time only after completion supply in good conditions as per verified weight/ specification of the supply order and submission of bills. In case the consumable supplied are not as per our specification/ requirement, the consignment will be rejected. **No advance payment will be made in any circumstances.**
22. **The bidders/ tenderers are also required to upload copies of the following documents :-**

(A) TECHNICAL BID:

- (a) Scanned copy of Tender fee.
- (b) Scanned copy of Bid Security (EMD) / its exemption, if any.
- (c) Certified scanned copy of Registration certificate of the firm.
- (d) Certified scanned copy of PAN Card.
- (e) Certified scanned copy of GSTIN number and registration certificate.
- (f) Certified scanned copy of Income Tax Return (ITR) for last two years.
- (g) Certified scanned copy of Balance Sheet of the firm for last two years issued by Chartered Accountant.
- (h) Certified scanned copy of supply order for last 2 years' with other Central Government/Autonomous bodies/Research Institutes under similar type of Rate Contract testifying tenderers' previous experience.
- (i) Certified scanned copy of up-to-date authorization/ dealership certificate.
- (j) Scanned copy of self-declaration regarding not giving more discount to any other department over and above the discount offered to this Institute.
- (k) Scanned copy of Tender Acceptance letter (Annexure-I).
- (l) Scanned copy of Mandate Form for Bank details (Annexure-II)
- (m) Scanned copy of Certificate about Non-Black Listing (Annexure-III).
- (n) Scanned copy of Check list (Annexure-IV).

(B) FINANCIAL BID

(a) Price Bid as BoQ.xls

23. **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 estipulate any condition of his own, such conditional tender is liable to be rejected.**
24. The Director, ICAR-National Research Centre on Yak, Dirang, Arunachal Pradesh, reserves the exclusive right to accept or to reject any or all the tenders without assigning any reasons thereof. In case of any dispute, the decision of the Director would be the final.
25. The Technical Committee constituted by the Director, ICAR-National Research Centre on Yak, Dirang, Arunachal Pradesh, shall have the right to verify the particulars furnished by the bidder independently.
26. All the communications with respect to the tender shall be addressed to: **The Director, ICAR-National Research Centre on Yak, West Kameng District, Dirang, Arunachal Pradesh-790101.**
27. For any query/ clarification with respect to the tender shall be approached to: **Contact No. 03780-242259, 242387, Fax No. 03780-242273, Email: yakdirector@gmail.com or aaonrcy@gmail.com.**

Sd/-
प्रशासनिक अधिकारी
Administrative Officer

(On the letter head of the Firm)

TENDER ACCEPTANCE LETTER

Date:

To,

The Director,
ICAR-NRC on Yak,
Dirang, West Kameng District,
Arunachal Pradesh-790101

Sub: Acceptance of terms and conditions of tender.

Tender Reference No: _____

Name of the tender/work: _____

Dear Sir,

1. I/we have downloaded/ obtained the tender document(s) for the above mentioned 'Tender/Work' from the website (s) namely:

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

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

Yours faithfully,

(Signature of the Bidder, with Official Seal)

(On the letter head of the Firm)

MANDATE FORM FOR BANKING DETAILS

Name of the Firm:

Registered /Postal Address:

1.	Permanent Account Number: (PAN No.)	
2.	Goods & Service Tax Registration Number (GSTIN No.)	
3.	Bank Details:	
	a. Bank Name	
	b. Branch Address	
	c. Account Number	
	d. Type of Account (Current/ Saving)	
	e. IFSC Code	
f. MICR Code		

Date:

Name of Authorized Signatory

Place:

Stamp & Signature

(On the letter head of the Firm)

CERTIFICATE ABOUT NON BLACK LISTING

I/We _____ on this date _____ do hereby certify that our company/ firm has not been blacklisted by any Government Department / Government Educational Institute(s) during the last five years.

Authorized signatory of bidder with seal

Name _____

Designation _____

Place _____

Date _____

Date:

Name of Authorized Signatory

Place:

Stamp & Signature

(On the letter head of the Firm)

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 Tender Fee			
2	Scanned copy of Bid Security (EMD)/ its exemption, if any			
3	Certified scanned copy of Registration certificate of the firm			
4	Certified scanned copy of PAN Card			
5	Certified scanned copy of GSTIN number and registration certificate			
6	Certified scanned copy of Income Tax Return (ITR) for last two years			
7	Certified scanned copy of Balance Sheet of the firm for last two years issued by Chartered Accountant.			
8	Certified scanned copy of supply order for last 2 years' with other Central Government/Autonomous bodies/Research Institutes under similar type of Rate Contract testifying tenderers' previous experience			
9	Certified scanned copy of up-to-date authorization/ dealership certificate			
10	Scanned copy of self-declaration regarding not giving more discount to any other department over and above the discount offered to this Institute			
11	Scanned copy of Tender Acceptance letter (Annexure-I)			
12	Scanned copy of Mandate Form for Bank details (Annexure-II)			
13	Scanned copy of Certificate about Non-Black Listing (Annexure-III)			
14	Scanned copy of Check list (Annexure-IV).			

Date:

Name of Authorized Signatory

Place:

Stamp & Signature

INSTRUCTIONS 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: <https://eprocure.gov.in/eprocure/app>). 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 registration on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CP Portal. More information useful or submitting online bids on the CPP Portal may be obtained at <https://eprocure.gov.in/eprocure/app>.

REGISTRATION:

1. Bidders are required to enroll on the e-procurement module of the Central Public procurement Portal <https://eprocure.gov.in/eprocure/app> by clicking on the link 'Click here to Enroll'. Enrolment on the CPP portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose 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 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 DSCs 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 Tender' folder. This would enable the CPP Portal to intimate the bidders through SMS/emails in case there is any corrigendum issued to the tender documents.
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 documents 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 name and content of each of the documents that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidders, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be PDF/XLS forms. 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, GST Registration, Authorization, 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. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS:

1. Bidder should log into 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 bidders has to digitally sign and upload the required bid documents one by one as indicated in the tender documents.
3. Bidder has to select the payment option as "offline" to pay the Tender Fee/Bid Security (EMD) as applicable and enter details of the instrument.
4. Bidder should prepare the Tender Fee/ Bid Security (EMD) as per the instructions specified in the tender documents.
5. Tender Fee/ Bid Security (EMD) in original should be send to the Tender Procession posted as per the /couriered /given in person to the tender inviting authority as per the instructions 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.
6. A standard BoQ format has been provided with the tender documents 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. Bidders are required to download to BoQ file, open it and complete the while coloured (unprotected) cells with the 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 bidders 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.
7. The serve time (which is displayed on the bidder's dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidder, opening of bids etc. the bidders should follow this time during bid submission.
8. 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.
9. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
10. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid number and the date of time of submission of the bid with all other relevant details.
11. 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.

ASSISTANCE TO BIDDERS:

1. Any queries relating to the tender document and terms and conditions contained therein should be addressed to the tender inviting authority for a tender 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 0120-4200462, 0120-4001002 or ATARI No. 0291-2748412.