



भा.कृ.अनु.प - 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: NRCY-7(67)/2020/Store/IT/Main (Vol-I)/ 1430

Date: 05/01/2021

## NOTICE FOR INVITING TENDER (NIT)

The Director, ICAR-National Research Centre on Yak, Dirang-790101, West Kameng District, Arunachal Pradesh invites e-tenders through e-procurement website <https://eprocure.gov.in/eprocure/app> under two bid system from eligible and qualified Bidders / Manufacturers / Authorized Dealers for supply, installation, testing and commissioning of **Desktop Computer** of any of the reputed brands (like HP/Dell, etc.) at ICAR-NRC on Yak, Dirang-790101, West Kameng District, Arunachal Pradesh.

The **CRITICAL DATE SHEET** of e-tender is given below:

Publication Date	07/01/2021 at 9:00 AM
Document Download/ Sale Start Date	07/01/2021 at 9:00 AM
Bid Submission Start Date	07/01/2021 at 9:15 AM
Bid Submission End Date	28/01/2021 up to 5:00 PM
Last date for receipt of Tender Fee/ EMD at the Institute	28/01/2021 up to 5:00 PM
Bid Opening Date	30/01/2021 at 10:00 PM
Address for Communication	The Director, ICAR-National Research Centre on Yak, West Kameng District, Dirang, Arunachal Pradesh-790101 Phone No. 03780-242259, 242387

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*5/1/2021*

प्रभारी प्रशासनिक अधिकारी  
ADMINISTRATIVE OFFICER I/c.

प्रशासनिक अधिकारी/ADMN. OFFICER  
भा.कृ.अनु.प.-राष्ट्रीय याक अनुसंधान केन्द्र  
ICAR-NATIONAL RESEARCH CENTRE ON YAK  
दिरांग-७९०१०१, अरुणाचल प्रदेश  
DIRANG-790101, ARUNACHAL PRADESH

## INDEX

Section No.	Name of Section	Page No.
Section-I	General Instructions to the Bidders (GITB)	3-9
Section-II	Specifications and Configurations	10
Annexure-I	Bid / Tender Submission Form	11
Annexure-II	Technical Specification for Equipment Offered	12
Annexure-III	Manufacturer's / Principal's Authorization Letter	13
Annexure-IV	Contract Form and Undertaking	14

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राष्ट्रीय अनुसंधान केन्द्र  
NATIONAL RESEARCH CENTRE ON YAK  
दिसंग-७९०१०१, अरुणाचल प्रदेश  
RANG-790101, ARUNACHAL PRADESH

## SECTION-I GENERAL INSTRUCTIONS TO BIDDERS (GITB)

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>. **Manual / Offline bids sent through FAX, E-mail, by hand and/or by post shall not be accepted under any circumstances.**
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. ICAR-NRC on Yak, Dirang will not be responsible for any delay in enrolment / 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.
7. Any change/corrigendum/extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.
8. **TENDER CURRENCIES:**
  - 8.1. The price of the equipment should be quoted in **INDIAN RUPEES (₹) ONLY** for indigenous or imported goods for supply, installation and commissioning at ICAR-NRC on Yak, Dirang.
  - 8.2. The quoted price should be inclusive of all taxes, charges including freight/ transportation, custom duty, excise duty, commission & clearing charges (for imported goods only), installation, etc. No any other charges would be paid to the bidder in any circumstances.
9. **Preference shall be allowed for items manufactured in India "(Public Procurement – Preference to Make in India Order 2017(PPP-MII Order)" pursuant to Rule 153(iii) of General Financial Rules, 2017 in compliance to Notification/Endorsement by ICAR/Govt. of India, Ministry of Commerce & Industry as per norms.**
10. **OEM/ AUTHORIZED DEALER / REPRESENTATIVE:**
  - 10.1. The bidder/ vendor shall be Original Equipment Manufacturer (OEM) of Desktop Computers or the Authorized System Integrator/ Partners / Dealer of OEM. In case the vendor is offering Desktop computers and peripherals from more than one OEM, he shall be authorized System Integrator/Channel Partner/Dealer for the Desktop computers offered by him. Proof of the above shall be submitted in the form of authorization of dealership/SI/Partnership issued by the respective OEM, in the format prescribed format as per *Annexure-III* of the bidding document.

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5/1/2021

- 10.2. Manufacturer's Authorization (in original) addressed to the Director, ICAR-NRC on Yak, Dirang, West Kameng District, Arunachal Pradesh-790101, in the format prescribed in *Annexure-III* of this bidding document, must be submitted along with the Bid itself, otherwise the Bid shall be rejected.
- 10.3. The Authorized dealers of the manufacturer should fully equipped and able to carry out the required contractual functions and duties of the supplier including after sale service, maintenance & repair etc. of the goods in question, stocking of spare parts and fast moving components and other obligations, if any, specified in the conditions of contract and/or technical specifications.

#### 11. **Tender Fee (Non-Refundable):**

11.1. The interested Bidders/ Tenderers are required to deposit **Tender Fee of ₹ 1,000/- (Rupees one thousand only) to Institute's bank account THROUGH CORE BANKING TRANSFER/ RTGS/ NEFT/ BANK CHALLAN on or before last date and time of Bid Submission.** The signed and stamped, scanned copy of Bank Challan/ Receipt/ Counterfoil, etc. in PDF form should be included in Cover-I of the E-tender. **The bids/offers without tender fee will be rejected.**

11.2. **The Bank Accounts details of the Institute are as below:**

<b>Bank Name</b>	<b>State Bank of India</b>
<b>Bank Branch</b>	<b>Dirang Branch (06010)</b>
<b>Account Number</b>	<b>11862656313</b>
<b>Account Name</b>	<b>ICAR Unit NRC on Yak, Dirang</b>
<b>IFS Code No</b>	<b>SBIN0006010</b>
<b>MICR Code No</b>	<b>784002519</b>

#### 12. **Bid Security (EMD):**

- 12.1. The interested bidders/ tenderers are required to deposit **Bid Security (Earnest Money Deposit) of ₹ 20,000/- (Rupees twenty thousand only) to Institute's bank account THROUGH CORE BANKING TRANSFER/ RTGS/ NEFT/ BANK CHALLAN on or before last date and time of Bid Submission.**
- 12.2. **Bid Security (EMD) may also be deposited** in the form of **Bank Guarantee/ Fixed Deposit Receipt** from any of the Commercial Banks in favour of **ICAR Unit-NRC on Yak, Dirang** and addressed to **the Director, ICAR-National Research Centre on Yak, West Kameng District, Dirang, Arunachal Pradesh-790101** and should be reached in original at this Institute **on or before last date and time of Bid Submission.** The scanned copy of the same in PDF form should be included in Cover-I of the E-tender. **The bids/offers without Bid Security (EMD) will be rejected.**
- 12.3. No request for transfer of any previous deposit of Security Deposit (EMD) or payment of any pending bill held by the Institute in respect of any previous work will be entertained.
- 12.4. Bidder shall not be permitted to withdraw his offer or modify the terms & conditions thereof. In case the bidder fail to observe and comply with stipulation made herein or backs out after quoting the rates, the aforesaid amount of Bid Security (EMD) will be summarily rejected.
- 12.5. 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 requisite Performance Security and no exemption will be given in that case.

*Ministry*  
*5/1/2021*

- 12.6. The Bid Security (EMD) will be forfeited, if the bidder/tenderer withdraws or amends its Bid or impairs or derogates from the Bid in any respect within the period of validity of its Bid. The successful Bidder's Bid Security (EMD) will be forfeited, if it fails to furnish the required Performance Security Deposit (PSD) within the specified period.
- 12.7. The Bid Security (EMD) will be returned to the unsuccessful bidders without any interest only after finalization of the tender process.

**NOTE**

**At the time of submitting the e-Tender, the Bidders/ Tenderers are advised to select the payment option on e-Procurement Portal as 'OFFLINE' to pay the requisite Tender Fee and Bid Security (EMD) as applicable.**

**13. Performance Security Deposit (PSD):**

- 13.1. Within fifteen **(14) days** from date of the issue of Award of Contract (AoC) by the Tender Inviting Authority (TIA), the supplier, shall furnish Performance Security Deposit (PSD) to this office for an amount equal to **two percent (2%)** of the **total value of the contract**.
- 13.2. The Performance Security Deposit (PSD) shall be denominated in **INDIAN RUPEES (₹) ONLY** in form of **Account Payee Demand Draft** or **Bankers Cheque** or **Fixed Deposit Receipt (FDR)** drawn from any nationalized bank in India, in favour of **"ICAR Unit-NRC on Yak"** payable to **"SBI Dirang Branch (Code: 06010)"**.
- 13.3. The Performance Security Deposit (PSD) may also be deposited to Institute's bank account **THROUGH CORE BANKING TRANSFER/ RTGS/ NEFT/ BANK CHALLAN** as per Institute's bank account details specified under **Clause 11.2**.
- 13.4. In the event of any loss due to supplier's failure to fulfill its obligations in terms of the contract, the amount of the performance security shall be payable to the purchaser to compensate the purchaser for the same.
- 13.5. The same will be returned to the supplier without any interest, after completion of validity period of warranty obligations.

**14. Bid Validity:**

- 14.1. **180 days** from date of opening of the tender. Any Bid valid for a shorter period shall be treated as unresponsive and rejected.

**15. Submission of e-Tender:**

- 15.1. The tender shall be submitted online in two part viz. Technical Bid and Financial Bid. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.
- 15.2. **The tender/ bid submitted through offline mode by Telegram/ Fax/ Email/ Speed Post/ By Hand, etc. shall not be considered. No correspondence will be entertained in this matter.**
- 15.3. The conditional bids/ tenders shall not be entertained and the same will be rejected automatically.
- 15.4. Document Comprising the Bid (The firms are required to upload scanned copies of the following documents):-

**(A) TECHNICAL BID (COVER-I):**

Sl. No.	Contents	File Type
(i)	Scanned copy of Bank Challan/ Receipt/ Counterfoil, etc. (duly signed and stamped by the concern bank) for depositing Tender Fee and Bid Security (EMD) or its exemption, if any.	.pdf
(ii)	Singed and stamped, scanned copy of <b>[1]</b> Valid registration/ incorporation certificate of the firm issued by <i>Appropriate Competent</i>	.pdf

*Handwritten signature and date: 5/1/2022*

	<i>Authority</i> i.e. <b>Registrar of Companies or MSME or NSIC or DIPP ONLY</b> and <b>[2]</b> Valid trade licence issued by <i>Appropriate Competent Authority</i> .	
(iii)	Singed and stamped, scanned copy of <b>[1]</b> PAN Card; <b>[2]</b> GSTIN and <b>[3]</b> Income Tax Return (ITR) for last two assessment years i.e. <b>2018-19</b> (FY 2017-18) and <b>2019-20</b> (FY 2018-19).	.pdf
(iv)	Signed and stamped, scanned copy of technical specifications of offered equipment as per <i>Annexure-II</i> along with technical literatures, if any.	.pdf
(v)	Duly filled, singed and stamped, scanned copy of <b>[1]</b> Bid/ Tender Submission form as per <i>Annexure-I</i> ; <b>[2]</b> Manufacturer's / Principal's Authorization Letter as per <i>Annexure-III</i> ; and <b>[3]</b> Contract Form and Undertaking as per <i>Annexure-IV</i> .	.pdf
(vi)	Singed and stamped, scanned copy of satisfactorily/ work completion certificate for last 3 years' with other Central Government/ Autonomous Bodies/ Research Institutes testifying tenderers' previous experience.	.pdf

**(B) FINANCIAL BID (COVER-II):**

Sl. No.	Contents	File Type
(i)	Price Bid (BoQ) to be filled in Excel format as per instructions given in price bid.	.xlsx
<b>NOTE</b>		
<p>The rates should be quoted as per the BoQ uploaded on the e-Procurement Portal. The bidders are advised to download this BoQ.xlsx as it is and quote their offer/rates in the permitted column and upload the same in the Financial Bid (Cover-II). 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-790101, Arunachal Pradesh.</p>		

15.5. The conditional bids/ tenders shall not be entertained and the same will be rejected automatically.

**16. Signing of Bid Documents:**

- 16.1. The Bidders shall submit their Bids as per the instructions contained under **Clause 15**.
- 16.2. Person signing the tender form or any document forming part of the tender on behalf of another person, should have an authority to bind such other person and if, on enquiry it appears that the person so signing had no authority to do so the Director, ICAR-NRC on Yak, Dirang, Arunachal Pradesh may without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
- 16.3. The Bidder should sign and affix his/ her firm's stamp on each page of the tender documents.
- 16.4. The Bid shall not contain any erasure or overwriting, except as necessary to correct any error made by the Bidder and, if there is any such correction; the same shall be initialled by the person(s) signing the Bid.

**17. Late Bid:**

- 17.1. As e-procurement system is adopted, the bidders are requested to upload their bids before the prescribed last date as given in the critical date sheet of NIT.

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## 18. Alteration and Withdrawal of Bid:

- 18.1. Within the deadline for submission of Bids. Alterations / modifications to e-Bids received after the prescribed deadline will not be considered.
- 18.2. No e-Bid should be withdrawn after the deadline for submission of e-Bid and before expiry of the e-Bid validity period. If a Bidder withdraws the e-Bid during this period, it will result in forfeiture of the Bid Security (EMD) furnished by the Bidder in its e-Bid.

## 19. Opening of Bids:

- 19.1. The e-bids/ e-tenders shall be opened at the specified date and time indicated in the critical date sheet of NIT. In case the specified date of bid opening falls on / is subsequently declared a holiday or closed day, the bids will be opened next working day.
- 19.2. Only the technical bids shall be opened by the Bid Opening Officials and the bid Opening Committee shall prepared a summary indicating the numbers of bids received and upload in the CPP Portal for Technical Bid Evaluation of the Tender.
- 19.3. 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. The Technical Committee will read the features of the Bids like Description/ Technical Aspects of the goods offered, Special Discount (if Any), Delivery Period, whether Tender Fee and Bid Security (EMD) furnished or not and any other special features of the Bids, as deemed fit by the Bid opening official(s).

## 20. Right of Acceptance:

- 20.1. The Director, ICAR-NRC on Yak, Dirang, Arunachal Pradesh reserves the right to accept in part or in full any Bid or reject any Bid without assigning any reason or to cancel the Bidding process and reject all Bids at any time prior to award of contract, without incurring any liability, whatsoever to the affected Bidder or Bidders.

## 21. Notification of Award:

- 21.1. After finalization of financial bid, the name of the selected bidder with contract value will be uploaded on the e-procurement website <https://eprocure.gov.in/eprocure/app>.
- 21.2. The Award of Contract (AoC) shall be issued to the successful Bidder by email (also to be confirmed by registered / speed post) briefly indicating the accepted details of the Equipment like description, specification and quantity of the goods & services and corresponding prices.
- 21.3. The selected bidder will return the original copy of the Award of Contract (AoC) duly signed by the authorized signatory of the bidder/ supplier with stamped/ sealed to the purchaser/ consignee by registered/ speed post along with **[i] Proforma Invoice and [ii] requisite Performance Security Deposit (PSD)** as specified under *Clause 13* to this office **within fourteen days (14 days)** from the date of the Award of Contract (AoC), **failing which, the Bid Security (EMD) of the selected bidder shall be forfeited.**
- 21.4. The supply order/ purchase order will be issued only after receipt of the Performance Security Deposit (PDS) from the supplier.

## 22. Technical Specifications and Standards:

- 22.1. The Goods & Services to be provided by the supplier under this contract shall conform to the technical specifications and important parameters/services mentioned under Section II of the GITB.
- 22.2. The Director, ICAR-NRC on Yak, Dirang, Arunachal Pradesh reserves the right to accept or reject the consignment in part or full if supply are not as per our technical specification/ requirement.

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