



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. 7(21)/16/Store/ARC/Feed & Fodder/ 4895

Dated 29.02.2020

ONLINE (E-PROCUREMENT) BIDDING DOCUMENTS FOR PURCHASE OF DIFFERENT FEED INGREDIENTS FOR ANIMAL FEED UNDER ANNUAL RATE CONTRACT (ARC) FOR A PERIOD OF ONE YEAR

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

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 under-mentioned feed ingredients for animal feed under Annual Rate Contract (ARC) for a period of one year:

Item Sl. No.	Name of the ingredients/ items for animal feed	Specific ations	Approximate Requirement for a period of one year	Bid Security (EMD) In ₹
(1)	(2)	(3)	(4)	(5)
1.	Maize Grain	Best quality for animal feed as per the BIS (Bureau of Indian Standard)	1000 Quintals (100 Tons)	52,000.00
2.	De-oiled Mustard Oil Cake		300 Quintals (30 Tons)	22,000.00
3.	De-oil Ground Nut Cake		200 Quintals (20 Tons)	21,000.00
4.	De-oil Soya bean Meal		02 Quintals (0.2 Tons)	Nil
5.	Wheat bran		100 Quintals (10 Tons)	5,000.00
6.	Rice Polish		250 Quintals (25 Tons)	14,000.00
7.	Fish Meal		3 Quintals (0.3 Tons)	Nil
8.	Mineral Mixture (Cattle)		50 Quintals (05 Tons)	8,000.00
9.	Mineral Mixture (Poultry)		01 Quintal (0.1 Tons)	Nil
10.	Dry Fodder (Dry Grass/ Paddy Straw/ Millet Straw/ Kher)		3000 Quintals (300.00 Tons)	1,00,000.00
11.	Iodized Common Salt		400 Quintals (40 Tons)	8,000.00

CRITICAL DATE SHEET

Publication Date	:	03.03.2020 at 9:00 AM
Document Download/ Sale Start Date	:	03.03.2020 at 9:00 AM
Bid Submission Start Date	:	03.03.2020 at 9:00 AM
Bid Submission End Date	:	23.03.2020 up to 5:00 PM
Last date for receipt of Tender Fee and EMD at this Institute	:	23.03.2020 up to 5:00 PM
Bid Opening Date	:	26.03.2020 at 10:00 AM
Address for Communication	:	The Director, ICAR-National Research Centre on Yak, West Kameng District, Dirang, Arunachal Pradesh-790101 Phone No. 03780-242259, 242387

Tender Documents contains:

(1) Instruction to bidders	:	Schedule-I
(2) General Terms & Conditions of Contract	:	Schedule-II
(3) Contract Form & Undertaking	:	Annexure-I
(4) Certificate about Non Black Listing	:	Annexure-II

Sd/-
प्रशासनिक अधिकारी
Administrative Officer

INSTRUCTION TO BIDDERS

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 (Non-Refundable):**

- (a) The interested bidders/ tenderers are required to deposit **Tender Fee of ₹ 1,000/- 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.**

- (b) **The Bank Accounts details of the Institute are as below:**

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

7. **Bid Security (EMD):**

- (a) The interested bidders/ tenderers are required to deposit **Bid Security (Earnest Money Deposit) of the amount as indicated in Bid Security (EMD) column of the above table to Institute's bank account THROUGH CORE BANKING TRANSFER/ RTGS/ NEFT/ BANK CHALLAN on or before last date and time of Bid Submission.**
- (b) **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 reach 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.**
- (c) 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.

- (d) 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.
- (e) 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.
- (f) 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.

8. **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.

9. Submission of e-Tender:

- (a) 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.
- (b) 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.
- (c) The conditional bids/ tenders shall not be entertained and the same will be rejected automatically.
- (d) Document Comprising the Bid (The firms are required to upload scanned copies of the following documents):-

(I) TECHNICAL BID (COVER-I):

Sl. No.	Contents	File Type
(i)	Scanned copy of Bank Challan/ Receipt/ Counterfoil, etc. (duly singed 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 [1] Valid registration/ incorporation certificate, and [2] Valid trade licence.	.pdf
(iii)	Singed and stamped, scanned copy of [1] PAN Card; [2] GSTIN and [3] Income Tax Return Acknowledgment for last three years.	.pdf
(iv)	Duly filled, singed and stamped, scanned copy of [1] Contract Form and Undertaking as per <i>Annexure-I</i> , and [2] Certificate About Non Black Listing as per <i>Annexure-II</i> .	.pdf
(v)	Singed and stamped, scanned copy of supply order for last 2 years' with other Central Government/Autonomous bodies/PSUs/Research Institutes under similar type of Annual Rate Contract testifying tenderers' previous experience.	.pdf

(II) 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
<u>NOTE</u> 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.		

Sd/-
प्रशासनिक अधिकारी
Administrative Officer

GENERAL TERMS & CONDITIONS OF 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. Proposal for Annual Rate Contract (ARC) may be submitted in the prescribed format and all columns may be filled up. Incomplete proposals and tenders shall not be entertained. **The Institute shall not be responsible for any postal delay in receipt of Bid Security (EMD).** Any e-tender which does not fulfill the desired terms and conditions, shall be rejected outrightly and no communication in this regard shall be entertained.
3. 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.**
4. **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.**
5. The **Tender Inviting Authority (TIA)** will not be held responsible for any sort of delay or the difficulties faced during the submission of online bids by the bidders.
6. No equipment/ instrument, etc. are covered under this Annual Rate Contract (ARC).
7. Quotations qualified by such vague and indefinite expression such as "Subject to prior confirmation", "Subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly. Any conditional tender shall be rejected summarily.
8. At any time prior to date of submission of tender, Tender Inviting Authority may, for any reason or decision, modify the terms & conditions of the tender documents by a corrigendum displayed on the website of ICAR-NRC on Yak, Dirang, West Kameng District, Arunachal Pradesh (<https://nrcy.icar.gov.in>) and e-Procurement website of Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>). In order to provide reasonable time to take the amendment into account in preparing their bid. Tender Inviting Authority may or may not, at this discretion, extend the date and time for submission of tenders, etc.
9. Enlistment under Annual Rate Contract (ARC) with this Institute does not ensure business of any quantum, whatsoever and entering in Annual Rate Contract (ARC) doesn't bound this Institute to place supply order. Any deviation from the Terms & Conditions mentioned above will imply disqualification for the firm.
10. 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 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.
11. The tenderer should sign and affix his/ her firm's stamp on each page of the tender documents.
12. **Right of acceptance:** The Director, ICAR-NRC on Yak, Dirang, Arunachal Pradesh reserve the right to accepting the whole or part of portion of the bid and the bidder shall provide the same at the rates quoted. The Director, ICAR-NRC on Yak, Dirang, Arunachal Pradesh reserve the right to reject any or all tenders/ quotations or all offers received in response to the tender or cancel or withdraw the tender notice without assigning any reason thereof and also does not bind itself to accept the lowest quotation or any tender and no claim in this regard shall be entertained.

13. 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.
14. 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.
15. **Price:** The rates should be quoted 'SEPARATELY' in the BoQ.xls uploaded on the e-Procurement portal for delivery at Nyukmadung Farm (located around 32 km from ICAR-NRC on Yak, Dirang, West Kameng District, Arunachal Pradesh) and at ICAR-NRC on Yak, Dirang, West Kameng District, Arunachal Pradesh. GST/Taxes and other charges, if any, should be included in the quoted rates. No any other charges would be paid by the Institute in any circumstances. Similarly, revision in rates on higher side and discount on lower side wouldn't be accepted.
16. The bidders are advised to download the 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.
17. **Validity of Annual Rate Contract (ARC):** The successful firm will enter into Annual Rate Contract (ARC) initially for a period of one (1) year from the date of Award of Contract (AoC) and liable to be extended for further periods not more than one year subject to satisfactory services and on the same terms and conditions on mutual agreements. However, The Director, ICAR-NRC on Yak, Dirang, Arunachal Pradesh reserve the right to terminate the contract at any time without assigning any reason.
18. **Terms of Delivery:** The firm under Annual Rate Contract (ARC) should supply and deliver the items at ICAR-NRC on Yak, Dirang, West Kameng District, Arunachal Pradesh. No transportation/ cartage charges will be provided for the same. The articles should be securely packed to avoid damages etc. in transit. ICAR-NRC on Yak, Dirang, West Kameng District, Arunachal Pradesh will not bear cost of damage of goods during transit. In case, the quality of goods supplied are not in conformity with the standard given in purchase order or the supplies are found defective at any stage these goods shall immediately will be taken back by the supplier and will be replaced with the tender quality goods, without any delay, for which no extra payment shall be made by the Institute. The Director, ICAR-NRC on Yak, Dirang, West Kameng District, Arunachal Pradesh reserves all right to reject the goods if the same are not found in accordance with the required description/ specification and liquidates damages shall be charged.
19. ICAR-NRC on Yak, Dirang, West Kameng District, Arunachal Pradesh shall be the sole authority to cancel or amend the order, as per requirement.
20. **Terms of Delivery:** Delivery at Nyukmadung Farm, ICAR-NRC on Yak, Dirang, West Kameng District, Arunachal Pradesh **OR at ICAR-NRC on Yak, Dirang**, West Kameng District, Arunachal Pradesh (as specified in purchase order).
21. **Delivery Period:** The supply will have to complete within **30 days** of placing of purchase order **OR** as specified in purchase order in one lot. Piecemeal/ short supply would not be accepted. Failing which liquidated damage clause shall apply. However, in case of emergent requirement the vendor/ supplier must supply the required quantity of goods within one week of placing of order. 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.
22. **Quality:** The feed ingredients should be of high quality for predation of concentrate feed for different category of livestock (yak, cattle, etc.).
23. **Quantity:** The quantity of feed requirement given in the tender notice is only approximate. The Institute shall have discretion to place the purchase order for any excess/ less quantities than the mentioned tender notice depending upon the actual requirement as and when needed only.

24. **Liquidated Damages:** The liquidated damages charges @0.5% per week of the value of that part of the goods that, as a consequence of the delay, shall be imposed if supply made after expiry of delivery period subject to maximum 10% of the total value of goods / contract value. Quantum of liquidated damages assessed and levied by the purchaser shall be final and not challengeable by the supplier. However, the Director, ICAR-NRC on Yak, Dirang, Arunachal Pradesh reserves the rights to impose liquidity charges.
25. **Risk Purchase:** If successful tenderer fails to supply material within the stipulated delivery date or material supplier other than specification specified in our purchase order, the Director, ICAR-NRC on Yak, Dirang, Arunachal Pradesh reserves the right to procure same or equivalent material from alternative sources at the vendor's risk, responsibility and cost. Any extra cost incurred in the procurement of the material from alternative source will be recovered from the Security Deposit/ Bank Guarantee and Pending Bills and if the value of the materials under risk purchase exceeds the amount of amount of Security Deposit and / or Bank Guarantee and Pending Bills, the same may be recovered if necessary by due legal process.
26. **Payment:** Payment shall be made within reasonable time only after completion of supply in good conditions as per verified weight/ measurement, specification, etc. of the supply order and submission of bills in original along with challan, etc. In case the feed ingredients supplied are not as per our specification/ requirement, the consignment will be rejected. **No advance payment will be made in any circumstances.**
27. **Breach of Terms and Conditions:** In case of breach of any terms & conditions as mentioned above, the Competent Authority, will have the right to cancel the purchase / supply order without assigning any reason thereof, and nothing will be payable by ICAR-NRC on Yak, Dirang, Arunachal Pradesh. In that event the security deposit shall also stand forfeited.
28. 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.
29. 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.
30. The bidders may submit duly filled and completed bidding document **ONLINE** as per instruction contained in the bidding documents. Incomplete bid shall be rejected.
31. Legal jurisdiction for all disputes shall be within the purview of the West Kameng District, Arunachal Pradesh, India
32. All the communications with respect to the tender shall be addressed to: **The Director, ICAR-National Research Centre on Yak, Dirang, West Kameng District, Arunachal Pradesh-790101.**
33. For any query/ clarification with respect to the tender shall be approached to: **Contact No. 03780-242387, Email: yakdirector@gmail.com or aaonrcy@gmail.com .**

Sd/-
प्रशासनिक अधिकारी
Administrative Officer

(On the letter head of the Firm)

CONTRACT FORM AND UNDERTAKING

Ref: _____

Date: _____

To,

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

Sub: Acceptance of terms and conditions of tender notice/ document for supply of different feed ingredients for animal feed under Annual Rate Contract (ARC).

Ref: (a) Tender Notice No: 7(21)/16/Store/ARC/4984, dtd. 29.02.2020
(b) Tender Document No: 7(21)/16/Store/ARC/Feed & Fodder/4985, dtd. 29.02.2020

Sir,

1. I/we hereby certify that I/we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedules(s) and corrigendum(s) if any, etc.) which form part of the contract agreement and I/we shall abide hereby the terms/ conditions/clauses contained therein.
2. I/we hereby unconditionally accept the tender conditions of above mentioned tender document (s)/corrigendum(s) in its totality /entirety.
3. I/we do hereby declare that our Firm has not been blacklisted/debarred by any Govt. Department/Public Sector Undertaking.
4. 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]

Name _____

Designation _____

For and on behalf of

M/s. _____

Business Address _____

Official Seal of the Bidder _____

[Name & address of the Manufacture/ Principal]

(On the letter head of the Firm)

CERTIFICATE ABOUT NON BLACK LISTING

I/We, M/s. _____ **[Name of the Manufacture/ Principal / Authorized Distributor/ Dealer]** hereby certify that the firm has not been ever blacklisted by any Central/ State Government/ Public Undertaking/ Government Institute(s) on any account during the last five years.

I/We also certify that the firm will be supplied the items as per the specification given by ICAR-NRC on Yak, Dirang, West Kameng District, Arunachal Pradesh and also abide all the terms and conditions stipulated in Annual Rate Contract (ARC).

I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, contract given to the concern firm or participation may be summarily terminated at any state, the firm will be blacklisted and ICAR-NRC on Yak, Dirang, West Kameng District, Arunachal Pradesh may imposed any action as per Tender rules.

Date:
Place:

Signature of the Bidder, with Official Seal

Name _____

Designation _____

Business Address _____

Official Seal of the bidder _____