ICAR-National Bureau of Plant Genetic Resources
Pusa Campus, New Delhi – 110 012

Phone: 011-25841022, 25849545; FAX: 011-25842495,25849459;

Registered/ speed post

No. 5(172)/Purchase/2019/ Dated: 3 July, 2019

NOTICE FOR INVITING TENDER THROUGH E-PROCUREMENT

Online Bids are invited from interested firms under two bid system for procurement of **Hot Air Oven** at ICAR-NBPGR, New Delhi. Manual bids shall not be entertained.

Tender documents may be downloaded from e-procurement website of CPPP https://eprocure.gov.in/eprocure/app or www.nbpgr.ernet.in as per the schedule given in CRITICAL DATE SHEET as under:

CRITICAL DATE SHEET

Tender No.	F. No. 5(172)/Purchase/2019
Name of Organization	ICAR-National Bureau of Plant Genetic Resources, Pusa Campus, New Delhi -110012
Date and Time for Issue/Publishing	08.07.2019 at 2.30 PM
Document Download/Sale Start Date and Time	09.07.2019 at 10.30 AM
Bid Submission start Date and Time	09.07.2019 at 2.30 PM
Bid Submission End Date and Time	30.07.2019 at 02.30PM
Date and Time for Opening of Bids	31.07.2019 at 02.30PM
Address for Communication	Asstt. Admn. Officer (Purchase), ICAR-NBPGR, New Delhi

3.7.19

(Avdhesh Kumar)
Asstt. Admn. Officer (P)

ICAR-NATIONAL BUREAU OF PLANT GENETIC RESOURCES
PUSA CAMPUS, NEW DELHI -110012

Check list for the tender

The bidders are requested to fill the check- list for evaluation of technical bid.

Sr. No.	Particulars	Remarks (YES/NO)
01	Whether the scan copy of registration number uploaded	
02	Whether the scan copy of PAN number uploaded	
03	Whether the firm has GST Number or not	
04	Whether the bidder is Manufacturer or Agent of the manufacturer. Please mention as the case may be. In case of agent of the manufacturer/Principal the proper authorization is attached or not.	
05	Whether the scanned copies of Income Tax return uploaded as per requirement of the tender.	
06	Whether the Annexures –II, IV & V signed and accepted	
07	Whether the scanned copies of user list uploaded	
08	Whether the make and model of the equipment mentioned and catalogue provided	
09	Whether the tender document is sealed & signed and scan copies uploaded	
10	Whether the firm is Black listed by any of the Government Department/Agency	
11	Whether the proprietor of the firm is SC/ST. In case so please mention in the bid.	
12	Any other information	
13	Whether the rates quoted in BoQ as per tender	

Annexure-I

INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. The Tender form/bidder documents may be downloaded from the **https://eprocure.gov.in/eprocure/app or www.nbpgr.ernet.in. Online submission of Bids through** Central Public Procurement Portal (https://eprocure.gov.in/eprocure/app) is mandatory. Manual/Offline bids shall not be accepted under any circumstances.
2. Tenderers/bidders are requested to visit the website https://eprocure.gov.in/eprocure/app and www.nbpg.rernet.in regularly for any changes/modifications in tender document.
3. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Council reserves the right to accept or reject any or all the tenders.
4. The interested Firms are required to deposit (in original) an Earnest Money Deposit (EMD) of the amount mentioned against items in the form of Demand Draft/FDR-TDR/BG from any of the Commercial Bank in favour of **Director, NBPGR payable at New Delhi** may be address to **Asstt. Admn. Officer (Purchase), NBPGR, New Delhi** on or before **bid closing date and time as mentioned in the Critical Date Sheet.**
5. The interested Firms are required to deposit (in original) **Tender Fee, if any** (Non-refundable) in the shape of Demand Draft in favour of **Director, NBPGR payable at New Delhi** may be address to **Asstt. Admn. Officer (Purchase), NBPGR, New Delhi** on or before **bid closing date and time as mentioned in the Critical Date Sheet.**
6. The firm should send the original brochures of the product and may be addressed to Asstt. Admn. Officer (Purchase), NBPGR, New Delhi on or before bid opening date and time as mentioned in the Critical Date Sheet along with Tender Fee & EMD.
7. Bidders need not to come at the time of Technical as well as Financial bid opening at NBPGR. They can view live bid opening after login on CPPP e-procurement portal at their remote end. If bidder wants to join bid opening at NBPGR then they have to come with bid acknowledge slip that is generated after successfully submission of online bid.
8. The firms are also required to upload copies of the following documents:-
   - **Technical Bid**
     a) Scanned copy of Tender fee and Earnest Money Deposit (EMD)/its exemption, if any.
     b) Scanned copy of Firm's registration, PAN Card, GST No., Tender acceptance letter (Annexure-V).
     c) Scanned copy of Manufacturers authorization certificate issued by Principal Manufacturer duly verified by the Indian Agent or Manufacturing certificate.
     d) Scanned copy of Income Tax Statement for the last two/three years.

e) Scanned copy of Annexure-II and IV.

f) Scanned copy of User List (if any)/Purchase Orders.

g) Scanned Copy of Make and model of all systems, sub systems and additional items should be mentioned in the technical bid and complete technical details should be provided in the form of Brochures and write-ups.

- **Financial Bid:-**

a) Price Bid as BoQ.xls

3/7/19

(Avdhesh Kumar)
Asstt. Admn. Officer (P)

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Annexure-II

Terms & Conditions

1. The tenderer shall quote rates, which will include the delivery & other incidental charges. Taxes, if any, should be indicated separately.
2. The rates should be quoted as per the BOQ uploaded on the CPP Portal (reference may be obtained from Annexure-III). Taxes, if any, should be indicated separately. It must be noted that the contract shall be awarded to the firm which fulfills all the required terms and conditions and remains L-I for any particular items.
3. The firm must also possess valid PAN No. & Service Tax registration number and a copy of the same must also be enclosed with the tender document.
4. Copy of previous two/three years of Income Tax Statement may be furnished.
5. The firm should be in existence for over 05 (Five) years in the trade. However startups are relaxed for this condition as per Govt. guidelines.
6. Modification in the tender documents after the closing date in not permissible.
7. The successful firm shall have to supply the Various Scientific Equipments within 4-6 weeks from the date of confirmed supply order and if the materials are not supplied in time then EMD shall be forfeited. The rates quoted shall be valid for one year from the date of opening of tender.
8. The contractor/bidder or his representative may contact the undersigned at **Tel. No. 011-25841022** for any further clarification. No variation in terms of quality of the items shall be entertained or else EMD/Security deposit shall be forfeited.
9. The Director, NBPGR shall have the right to reject all or any of the offers, accept more than one offer, and assign part of the job.
10. The interested Firms are required to deposit (in original) an Earnest Money Deposit (EMD) of the amount mentioned against item in the form of Demand Draft/FDR-TDR/BG from any of the Commercial Bank in favour of **Director, NBPGR payable at New Delhi** may be address to **Asstt. Admn. Officer (Purchase), NBPGR, New Delhi** on or before **bid submission closing date and time 2.30 p.m. on 30.07.2019.** No quotation shall be considered without the earnest money deposit. Demand draft drawn in favour of any officer other than 'Director, NBPGR payable at New Delhi will not be accepted and the tender will be rejected. The earnest money will be refunded only after the finalization of the procurement and no interest will be paid on earnest money.
11. Rates once finalized will not be enhanced/reduced during the currency of the contract.
12. In case of foreign currency, conversion rates in INR will be taken on that day when financial bid will open.
13. In case, the successful bidder shows inability at any stage, after the contract is finalized and awarded, for whatsoever reason(s), to honor the contract, the earnest money /performance security deposited would be forfeited.
14. The Director, ICAR-NBPGR reserves the right to cancel the contract at any time during the currency period of the contract without giving any reason.
15. The firm to whom the tender will be awarded, will have to deposit the performance security equal to 10% of the total amount at the time of installation of the equipment. If the services are not found to be satisfactory, the performance security is liable to be forfeited. No interest will be paid on performance security.
16. If any dispute(s) arises between NBPGR and the firm with reference to the contract, NBPGR will decide it and its decision will be binding on the firms.
17. Bid Validity: 90 days
18. The contract will be given to L1 only as per comparative statement.
19. The bidders must certify that **'The firm is not black listed by any of the Government Department/Agency'** while submitting the quotation.

20. **Authorization Certificate: Authorization certificate from the Principal/Manufacturer for this specific tender only will be entertained. Authorization issued in favor of multiple firms will not be accepted and bids of such bidders will be cancelled straight way.**
21. Our Institute is registered with DSIR and we are exempted from Excise Duty & Custom Duty. Hence CDEC/DSIR will be provided to the firm, if demanded. Rate should be quoted accordingly.
22. Payment terms:-
    a) Payment for goods supplied from abroad: By Letter of Credit (LC)/FDD/Wire Transfer.

    b) Payment of goods supplied within India-100% of the contract price on receipt of goods by the consignee supported by satisfactory installation/working report & submission of Performance value.
23. Installation:- Within 30 days from the date of receipt of equipment in the Institute failing which Liquidated Damage clause shall apply.
    Liquidated Damage clause: It would be realized @ 0.5% (half per cent) of the base price (excluding taxes) of the delayed goods for each week of delay subject to maximum 10%.
24. Prices:
    i. Equipment imported from the other countries: Rates must be quoted on FOB international port of shipment in foreign currency only by the authorized Indian Agent or directly by the Principal/manufacturer.
    ii. Rates for accessories/local items may be quoted in INR only.
    iii. If any bidder wants to quote in INR, price be quoted on F.O.R, NBPGR basis.
25. Tender Evaluation: Tender evaluation will be done as enumerated in Manual on Procurement of Goods (2017) and GFR-2017.

'Terms & Conditions are acceptable'

Dated (Authorized signatory of the firm)

Annexure-III

(Reference for BOQ) (To be quoted in format provided on CPP Portal)

Price bid for Various Scientific Equipments (IFB-3) at ICAR, NBPGR, New Delhi

Sr. No.	Name of item	Quantity	Per unit price* (in figures/words) (as per BOQ)
01	Hot Air Oven	01	

- Items should be of reputed make and suitable for high end elite users
- Tax extra as applicable should be indicated separately in the column provided.

Note: The above mentioned Financial Proposal/Commercial bid format is provided as BoQ_XXXX/xls along with this tender document at https://eprocure.gov.in/eprocure/app. Bidders are advised to download this BoQ_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the Financial bid. **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 EMD would be forfeited and tenderer is liable to be banned from doing business with NBPGR.

Annexure -IV

ICAR-National Bureau of Plant Genetic Resources
Pusa Campus, New Delhi – 110 012

Phone: 011-25841022, 25849545; FAX: 011-25842495,25849459;

No. 5(172)/Purchase/2019/ Dated: 3rd July, 2019

Name of the Firm_____

Registered/Postal Address_____

1	Permanent Account Number (PAN)	
2	Service Tax Registration No., if applicable	
	Bank Details	
	Bank Name	
	Branch Address	
	Account Number	
	Type of account (current/saving)	
	MICR No.	
	RTGS/NEFT code	

Date: Name of the Authorized Signatory

Place: Stamp & Signature

Annexure-V

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date:

To

_____
_____
_____
_____

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No._____

Name of Tender/Work:

_____
_____
_____

Dear Sir,

1. I/ We have downloaded/obtained the tender document(s) for the above mentioned' Tender/work' from the web site(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 lime annexure(s), schedule(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 documents/corrigendum(s) in its totality/entirely.
5. I/we do hereby declare that our Firm has not been black-listed/debarred by any Govt. Department/Public sector undertaking.
6. I/we certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject that 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)

Annexure-VI

Instructions for Online Bid Submission

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 https://eprocure.gov.in/eprocure/app.

REGISTRATION

- Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL https://eprocure.gov.in/eprocure/app.) by clicking on the link '**Online bidder Enrollment'** on the CPP Portal which is free of charge.
- As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 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.
- 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/nCode/eMudhra etc.) with their profile.
- 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.
- Bidder then logs in to the site through the secured log-in by entering their users ID/password and the password of the DSC/e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 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.
- 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.
- 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

- Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 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.
- 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/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- To avoid the time and effort required I 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' or 'Other important Documents' 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

- Bidder should log into the site wll in advance for bid submission so that they can 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.
- The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- Bidder has to select the payment option as 'offline' to pay the tender fee/EMD as applicable and enter details of the instrument.
- Bidder should prepare the EMD as per the 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.
- Bidders are requested to note that they should necessarily submit their financial bids in the Format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cell with their 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 bidder 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.
- 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.
- 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. Any bid document that is uploaded to the server is subjected to symmetric, encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 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 and a bid summary will be displayed with the bid no. and the date and time of submission of the bid with all other relevant details.
- The bid summary has to 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.

ASSISSTANCE TO BIDDERS

- Any queries relating to the tender documents and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contract person indicated in the tender.
- **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 Nos. 0120-4200462/0120-4001002 or mob no. 9811557067**

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Annexure-VII

Details of Equipments & EMD

Sr. No.	Purchase of item	Qty	Earnest Money in INR	Tender Fee	File. No. for reference
01	Hot Air Oven	01	4000/-	NIL	5(172)/Purchase/2019

Note: EMD defined on to the Portal is MINIMUM. Bidder has to submit the EMD as per item for which quoting for.

Annexure-VIII

Specification for Hot Air Oven

Should be operated on 230V, 50Hz single phase AC supply and having temperature ranging between 5°C above ambient to 250°C
Should be made of double walled chamber –Inner made of stainless steel SS 304 grade and powder coated outer surface.
Should provide with three heating elements on three sides of the equipment for uniform temperature on all shelves.
Should be provided with air circulating fan.
Should provided with air circulating fan.
Should provide with a variable microprocessor based digital temperature controller with digital display and thermometer should be provide separately. The temperature variation and readability/set ability should not be more than $\pm$ 0.5°C
Should have adjustable alarm limits both visual and acoustic
Should provide with air ventilations.

Note : ISP/CE conformity certification
Bidders must submit the distributor certificate issued by the manufacturer
User List and manual must be submitted.

Note: Hard Copy of Technical Bid also be submitted to NBPGR Purchase Section alongwith Catalogue and EMD.