

**NOTICE INVITING TENDER THROUGH E-PROCUREMENT**

Tenders are invited from the interested firms under **two bids system for providing the JOB WORK CONTRACT FOR CARRYING OUT VARIOUS FARM OPERATIONS / LAB. WORK** at Centre on Rabi Sorghum (ICAR-Indian Institute of Millets Research), 65 NH-Bypass, Shelgi, Solapur 413 006 (Maharashtra).

Manual bids shall not be entertained.

Tender documents may be downloaded from e-Procurement website of CPP <https://eprocure.gov.in/eprocure/app> as per the schedule as given in **CRITICAL DATE SHEET** as under:

**CRITICAL DATE SHEET**

Tender No.	Ref: 15(2)/2017-Contract/Vol-II/CRS/16-17
Date and Time for Issue/Publishing	10.00 A.M. on 21-6-2017
Document Download/Sale Start Date and Time	10.00 A.M. on 21-6-2017
Bid Submission Start Date and Time	10.00 A.M. on 21-6-2017
Bid Submission End Date and Time	03.00 PM on 12-7-2017
Date and Time for Opening of Bids	03.00 PM on 13-7-2017
Address for Communication	Sr. Administrative Officer, ICAR Indian Institute of Millets Research Rajendranagar, Hyderabad 500 030 Email: sao@millets.res.in

Sd/-

Sr. Administrative Officer

## **INSTRUCTIONS FOR ONLINE BID SUBMISSION**

1. The tender from/bidder documents may be downloaded from the website: <https://eprocure.gov.in/eprocure/app>. 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. 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.
- 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) **Tender Fee of Rs.1,000/-** (Non-refundable) in the shape of Demand Draft prepared in favour of **ICAR Unit: IIMR, Hyderabad payable at Hyderabad** may be addressed to the **Sr.Administrative Officer**, ICAR Indian Institute of Millets Research, Rajendranagar, Hyderabad 500 030 on or before bid opening date and time as mentioned in the Critical Date Sheet.
5. The interested Firms are required to deposit (in original) and Earnest Money Deposit (EMD) of the amount mentioned against item in the form of Demand Draft/Bank Guaranty from any of the Commercial Bank in favour of **ICAR Unit: IIMR, Hyderabad payable at Hyderabad** may be addressed to the Sr. Administrative Officer, ICAR Indian Institute of Millets Research, Rajendranagar, Hyderabad 500 030 on or before bid opening 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 the Sr. Administrative Officer, ICAR Indian Institute of Millets Research, Rajendranagar, Hyderabad 500 030 on or before bid opening date and time as mentioned in the Critical Date Sheet.
7. Bidders need not to come at the time of Technical as well as financial bid opening at ICAR-IIMR. They can view live bid opening after login on CPP e-Procurement Portal at their remote end. If bidder wants to join bid opening event at ICAR-IIMR then they have to come with bid acknowledgement slip that generates after successfully submission of online bid.

The Firms are also required to upload copies of the following documents:-

- **TECHNICAL:**
  - a. Registration certificate of the firm under the work contract of the Appropriate Authority. ***[Registration under Shop & Establishment Act 1948 (Mumbai)/the Indian Companies Act, 1956/or any other Act.]***
  - b. **Last 3 years experience** of the firm in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt. of India/ Corporations of Govt. of India/reputed public or private organizations provide the **details in tabular form as per Annexure A.**

- c. **Scanned copy of Income Tax Statement for the last three years.** Certified Balance Sheet of the firm for last year of the service contract by the Chartered Accountant showing **Minimum turnover of the firm not less than Rs. 50 lakhs (Rupees fifty lakhs) during the last financial year.**
- d. Duly certified copies of the satisfactory services where the tenderer is providing the services for the **last three years.**
- e. Employee EPF registration certificate issued by local govt. etc.
- f. Employee ESI registration certificate issued by local govt. etc / WC Policy.
- g. Nos. of staff, supervisors registered under ESI & EPF separately. Minimum 50 nos. (Staff, supervisor) required with Their ESI & EPF contributions. Documentary proof of vouchers [***i.e. challan for the month of April 2017 to May 2017***] to be required and may be attached.
- h. Income Tax permanent account Number allotted by Income Tax dept.
- i. Certified copy of ISO Certificate in the relevant field.
- j. Service Tax registration certificate issued by the Govt. (please attach a copy of **challan for the month of April 2017 to May 2017**).
- k. Scanned copy of Tender fee and Earnest Money Deposit (EMD)/its exemption, if any.
- l. Scanned Copy of Annexure – II and Tender Acceptance Letter (Annexure-III).
- **FINANCIAL BID:**
  - (a) Price Bid as BoQ\_XXXX.xls

## TERMS AND CONDITIONS

1. The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts and the special terms and conditions are detailed in the tender forms and its schedules. Please submit your rates online if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.
2. **An earnest money of (Rs. 1,10,000/-) (Rupees one lakh ten thousand only) must be deposited in the form of demand draft/pay order payable to “ICAR Unit – IIMR Hyderabad” payable at Hyderabad. The particulars of the earnest money deposited must also be super scribed on the top of the envelope by indicating the Tender Reference Number and date.** The tenders will not be considered if earnest money is not deposited. The EMD will be refunded to the unsuccessful tenderers as promptly as possible where as in the case of successful tenderer EMD will be refunded after deposition of Security deposit @ 5% of the contract value in form Demand Draft / Bank Guarantee.
3. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tenders, he will not resile from his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the Institute. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Institute.
4. If tenderer does not accept the offer, after issue of letter of award by the Institute within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.
5. The ICAR-IIMR is not bound to accept the lowest or any other tenders and also reserves to itself the right of accepting the tenders in whole or in part. You are however at liberty to bid for the whole or any portion or to state in the tenders that the rates quoted shall apply only if the tenders are considered fully. Other conditional Tenders will not be accepted.
6. **An amount @ 5% of the contract value as a security deposit** for the contract is to be deposited by the selected agency/successful tenderer only after receiving a communication from the ICAR-IIMR, Hyderabad. In the event of non-deposition of the same, the earnest money will be forfeited. The security deposit will be refunded on successfully completion of the contract. The dues if any, not settled by the agency will be recovered from the security deposit.
7. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.
8. Service tax or any other tax applicable or made applicable after awarding the contract in respect of the contract shall be payable by contractor and ICAR will not entertain any claim whatsoever in this respect. However the service taxes or any other tax which is as per the rules of the Govt. shall be deducted at source from monthly bills of the successful tenderer, as

per rules/instructions made applicable from time to time by government. Sales tax or any other tax on material in respect of this contract shall be payable by the contractor and ICAR-IIMR will not entertain any claim whatsoever in this respect.

9. The Director, ICAR-IIMR, Hyderabad reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the tenderer.
10. Decision of Director, ICAR-IIMR, Hyderabad 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, Institute. 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.
11. Acceptance by the Institute will be communicated by FAX / Express letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX /Express letter etc. should be acted upon immediately.
12. The supporting /allied services staff should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of the staff/supervisor is to go on leave under intimation to this office.
13. Changing of staff /Supervisor should be intimated to Chairman, Farm Management Committee.
14. The Director, ICAR-IIMR reserves the right to reject any or all quotations in whole or in part without assigning any reasons therefore. The decision of the Director, ICAR-IIMR shall be final and binding on the contractor / agency in respect of clause covered under the Contract.
15. The staff provided should also maintain secrecy and discipline in the premises of Institute.
16. The Contractor shall keep a complaint register with his supervisor and it shall be open to verification by the authorized officer of IIMR for the purpose. All complaints should be immediately attended to by the agency.
  - a.) The agreement is terminable with one month notice on either side.
  - b.) The contractor shall not sublet the work written permission of the ICAR.
  - c.) The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
  - d.) The selected agency shall provide necessary personals for ICAR-IIMR Hyderabad as per

labour acts prevalent in the Maharashtra State. The agency shall employ good and reliable manpower with robust health within the age group of 21 to 45 years. In case any of the personnel so provided is not found suitable, by the ICAR-IIMR, the ICAR-IIMR shall have the right to ask for their replacement without giving any reasons thereof and the agency shall have to replace such persons immediately.

- e.) The persons so provided by the agency under this contract will not be the employee of the ICAR-IIMR and there will be no employer-employee relationship between the IIMR and person so engaged by the contractor in the aforesaid services.
- f.) Payment for maintenance work will be made monthly upon submission of pre-receipted bill.
- g.) After physical inspection of the site, the detailed estimates including assessment/requirements of man powers for carrying out seasonal farm operations and laboratory work at the CRS (IIMR), Solapur Research Farm (A Block and Mulegaon), the Tenders should indicate only the lump-sum amount in respect of all the services covered under this contract and that rates should not be proposed on the basis of man powers to be deployed under the contract. No request for alteration in the rates once quoted will be permitted within one year.
- h.) The rates to be quoted should include cost of each and every item including transportation cost, and manpower cost and taxes etc. based on **prevailing minimum labour wages prescribed by the Central or State Govt. whichever is higher**. The ICAR-IIMR shall not bear any extra charge on any account whatsoever i.e. EPF contribution, Uniform, Liveries, OTA, etc. However, the ICAR-IIMR, Hyderabad will pay the **Wages and Variable Dearness Allowance at the enhanced rate announced by the Central or State Govt. whichever is higher from April 2017**. Further, the statutory liabilities on **Variable Dearness Allowance** will be paid by us.
- i.) The contractor will discharge all its legal obligations in respect of the workers to be employed/ deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of labour law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the IIMR from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws of Central or State. In case of any dispute, the decision of the Director, ICAR-IIMR shall be final and binding on the contractor.
- j.) Income Tax will be deducted from the payments due for the work done as per rule.
- k.) They should not leave their points unless and until the reliever comes for shift duties, supervisor will maintain all the registers, which are kept at Farm Section.
- l.) The contractor must employ adult labour only. Employment of child labour may lead to the termination of the contract.

- m.) The contract is subject to the condition that the tenderer will comply with all the laws and acts of the Central Govt., State Govt., relating to this contract made applicable from time to time.
- n.) Risk Clause: ICAR-IIMR reserves the right to discontinue the service at any time if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Security deposit or pending bills or by raising a separate claim.
- The work at both the farm should be supervised separately by providing Supervisors for the same.
  - Work should be executed during working hours on working days or as and when required.

**LIQUIDATED DAMAGES CLAUSE / PENALTY CLAUSE:**

- 1) An amount equivalent to two days of contract amount, subject to a minimum of Rs.500/- will be levied as liquidated damages per day whenever and wherever it is found that the work is not up to the mark in any section. It will be brought to the notice of the supervisory staff of the firm by IIMR and if no action is taken within one hour liquidated damages clause will be invoked.
- 2) Any misconduct / misbehavior on the part of manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.

**17. Other terms & Conditions:**

- 1.1 In the tender for labour/manpower supply contracts, compliance by contractors regarding compliance of EPF & MS Act' 1952 needs to be specified along with other labour laws, names of contractors covered under the EPF & MS Act. The same can be searched and downloaded from the website – [www.epfindia.gov.in](http://www.epfindia.gov.in)
- 1.2 Principal employer / D.D.O's should get a copy of ECR, e- challan and salary/wages register reflecting P.F. deductions, before release of payment.
- 1.3 Under the statutory provision, employee wise details of PF dues deducted from the salary/ wages of the employees along with employer's share should be submitted in the form of electronic challan cum return (ECR), thereafter, the generated e- challan from the EPF website is to be submitted. Since the consolidated ECR of the contractor regarding manpower supplied to all public and private sectors will be very bulky and will create confusion/ excessive time and energy consumption at the level of DDOs, hence separate ECR's and a separate e- challan as stated above with respect to the manpower deployed in the particular office is required to be submitted before release the payments to the contractor.

- 1.4 At the end of the year, EPFO generates statement of accounts of individual members' account reflecting opening balance, contributions, withdrawals, interest and closing balance etc. The contractor has to submit these annual statements of accounts in the office/ Department.
- 1.5 Employees may be guided to obtain e- passbooks from EPFO website.

The Director, ICAR-IIMR reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of the Director, ICAR-IIMR shall be final and binding on the contractor / agency in respect of any clause covered under the Contract.



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

Price bid for **JOB WORK CONTRACT FOR CARRYING OUT VARIOUS FARM OPERATIONS / LAB. WORK** at Centre on Rabi Sorghum (IIMR), Solapur 413 006 (Maharashtra):

<b>Name of the farm operations /jobs/works under different category</b>			
<b>S.No.</b>	<b>Title of farm operations/jobs/works with description , quantification of work/job/operation in sorghum and other millets (pear millet, foxtail millet, finger millet etc.,) experiments</b>	<b>Suggested skill level</b>	<b>Per unit price* (in figure/words) as per BOQ) Rate/ month/ hectare (Rs.)(including all liabilities)</b>
A1	Sowing - Sowing of sorghum and other millet crops in one hectare	Unskilled	
A2	Thinning - Thinning of plants in one hectare	Unskilled	
A3	Weeding- Weeding in the field of one hectare	Unskilled	
A4	Selfing -Selfing of plants in one hectare	Unskilled	
A5	Harvesting -Harvesting of crop in one hectare Including tying of bundles and storage	Unskilled	
A6	Threshing- Threshing of per 100 panicles	Unskilled	
A6	Threshing -Threshing of general crops in one hectare	Unskilled	
A7	Emasculation- Emasculation of 10 panicles	Highly Skilled	
A8	Pollination- Pollination by Hand per 200 panicles	Highly Skilled	
A9	Assistance to Admn Section -Making entries in the Diary & dispatch register, Stock entry, preparation of various bills, typing work & computer work related to Admn. Work etc.. <b>Rate for per day one person including ESI, PF, Service Charges, Service Tax</b>	Highly Skilled	
A10	House keeping - Sweeping and cleaning in all office rooms/laboratories/guest house including toilets and bathrooms etc. <b>Rate for per day one person including ESI, PF, Service Charges, Service Tax</b>	W/S	
A11	Transportation by office vehicle - Transportation staff, farm produce and other materials related to farm activities and survey <b>Rate for per day one person including ESI, PF, Service Charges, Service Tax</b>	Highly skilled	
B1	Fertilizer Application -Fertilizer application in one hectare (Top dressing)	Unskilled	

B2	Bird scaring- Scaring of birds in one hectare	Unskilled	
B3	Seed packeting- Packeting of seeds (50 kgs/100 kgs)	Unskilled	
B4	Post harvest data -Threshing, drying of plants collection data on yield attributes- biomass, cane yield, panicle characters, 100 grain count, grain and fodder yield (per experiment)	Highly skilled	
B5	Seed multiplication -Rouging/tapping in seed multiplication harvesting, processing, grading and bagging (per acre)	Highly skilled	
B6	Hoeing Cycle/hand hoeing in one hectare	Unskilled	
B7	Data entry and Analysis -Data entry, verification, analysis, tabulation of AICSIP data and experimental data or field surveys or market surveys etc., (per experiment) <b>Rate for per day one person including ESI, PF, Service Charges, Service Tax</b>	Highly skilled	
B8	Laboratory work (Pathology lab)-Media preparation, Germination tests, culturing, Inoculation etc., <b>Rate for per day one person including ESI, PF, Service Charges, Service Tax</b>	Highly skilled	
C1	Parthenium weed removal -Parthenium weed removal (50kg/day)	Unskilled	
C2	FYM spread -Spreading of FYM in one hectare	Unskilled	
C3	Spraying- Spraying of crop in one hectare	Unskilled	
C4	Grass/fodder cutting -Grass cutting in one hectare	Unskilled	
C5	Irrigation -Irrigating the crop in one hectare	Unskilled	
C6	Seed cleaning -Cleaning of seeds (50kgs)	Unskilled	
C7	Cleaning and removal of weeds -Cleaning removal of weeds on fields bunds, borders, road sides in office and CRS Staff quarters premises (per 100 sqm)	Unskilled	
C8	Irrigation layouts -Making irrigation channels, compartment bunds etc (per acre)	Unskilled	
C9	Gardening Watering of trees / seedling / mulching , Pit making	Unskilled	

	<b>Rate for per day one person including ESI, PF, Service Charges, Service Tax</b>		
C10	Repairing -Repairing of irrigation pipeline, bunds, road etc., <b>Rate for per day one person including ESI, PF, Service Charges, Service Tax</b>	Unskilled	
D1	Load / unload of bags- Load/unload (100 bags of 50kg weights)	Unskilled	
D2	Secondary Jungle clearance- Secondary jungle clearance / one hectare	Unskilled	
D3	Cleaning- Glassware and plastic-ware cleaning (100 nos/day)	Unskilled	
E1	Pots filling with soil / Cubic feet	Skilled	
E2	Sweet sorghum stalk crushing & juice extraction – 200 plants/day	Unskilled	
E3	Grinding and sample preparation of plant, leaf, grain, soil etc., (50 nos/day)	Highly Skilled	

- Note: PLEASE QUOTE YOUR RATE/MONTH/HECTARE INCLUDING ALL CHARGES / TAXES ETC.
- Note: The rate quoted should account for all the statutory liabilities as well as the service charges [ (i) EPF @13.36% (this may vary from time to time as announced by the Government) (ii) Bonus @ 8.33% (this may vary from time to time as announced by the Government) (iii) Liabilities other than EPF/Bonus/ESI/WC/Service Tax/Income Tax included in the tender.) ]

**Condition: the work order will be given on actual labour requirement basis in the particular month and season.**

\*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 ICAR-IIMR.

**CENTER ON RABI SORGHUM  
(ICAR-Indian Institute of Millets Research)  
NH-9, Bypass, Shelgi, SOLAPUR- 413 006, Maharashtra  
Phone No.0217-2373456 Email. Solapur@millets.res.in  
Website: www.millets.res.in**

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Name of the Firm :

Registered /Postal Address :

1	Permanent Account Number (PAN) No	
2	Service Tax Registration No.. if applicable	
3	BANK DETAILS:	
	a	Bank Name
	b	Branch Address
	c	Account No
	d	Type of Account (Current/Savings)
	e	MICR No
	f	RTGS/NEFT Code

Date:

Name of the Authorized Signatory

Place:

Stamp & Signature

**TENDER ACCEPTANCE LETTER**

*(To be given on Company Letter Head)*

Date:

To,

.....  
.....  
.....

**Sub: Acceptance of terms and conditions of tender.**

**Tender Reference No.:**

**Name of tender/work:-**

\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

1. I/we have downloaded / obtained the tender documents(s) for the above mentioned 'Tender/work' from the web site(s) namely:

\_\_\_\_\_  
\_\_\_\_\_

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

1. 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 by the terms / conditions / clauses contained therein.
2. The corrigendum(s) issued from time to time by your department / organisations too have also been taken into consideration, while submitting this acceptance letter.
3. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality / entirety.
4. I/we do hereby declare that our Firm has not been blacklisted / debarred by any Govt. Department/Public Sector Undertaking.
5. I/we certify that all information furnished by the our Firm is true and correct and in the event the information is found to be incorrect/untrue or found violated, then your department/organisation shall without giving any notice or reason therefore 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)

## **INSTRUCTIONS FOR ONLINE BID SUBMISSION:**

The bidders are requested 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 enrol 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 Enrolment”** 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 user 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 deviation 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 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’ 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 well 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 necessary 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) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changes.  
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 bidder’s 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 authorised 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 & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 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:**

- Any queries relating to the tender document and the 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.
- 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.

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**DETAILS OF JOB WORK CONTRACT AND E.M.D**

<b>Sl. No</b>	<b>Item</b>	<b>Qty</b>	<b>Earnest Money in INR</b>	<b>File No. for reference</b>
1	<b>JOB WORK CONTRACT FOR CARRYING OUT VARIOUS FARM OPERATIONS/LAB. WORK</b> at Centre on Rabi Sorghum (ICAR-IIMR), NH-65, Shelgi, Solapur 413 006 (Maharashtra)	--	1,10,000/-	<b>15(2)/2017-Contract/Vol-II/CRS/16-17</b>