



भाकृअनुप -भारतीय कदन्न अनुसंधान संस्थान
ICAR – INDIAN INSTITUTE OF MILLETS RESEARCH
(ज्वार अनुसंधान निदेशालय-DIRECTORATE OF SORGHUM RESEARCH)
राजेन्द्रनगर, हैदराबाद/ Rajendranagar, Hyderabad-500030
Phone: 040-24599300.Faxno.040-24599304.www.millets.res.in



F. No.2-197/21-22/ST

Dated: 08 -06-2021.

NOTICE INVITING TENDER THROUGH E-PROCUREMENT

Online Bids are invited from the interested bidders under **two bid system for procurement of the following item** at ICAR -Indian Institute of Millets Research (IIMR), Rajendranagar, Hyderabad-500030. **Manual bids shall not be entertained.** Tender documents may be downloaded from www.millets.res.in website of the schedule as given in **CRITICAL DATE SHEET** as under:

DETAILS OF TENDER FEE AND E.M.D. OF THE PURCHASE

Sl.No	Specifications	Qty	Tender fee	EMD
1	Pollinations cover Plain	800000 No's	NIL	NIL

Note: Samples may be submitted for physical verification address to the SAO, IIMR, Rajendranagar, Hyderabad 500 030 on or before bid opening date and time as mentioned in the critical date sheet, failing which your tender will not be consider for technical evaluation .

CRITICAL DATE SHEET

Tender No.	F.No.2-197/21-22/ST
Date and Time for Issue/Publishing	08-06-2021 at 04.00 PM
Document Download Start Date and Time	08-06-2021 at 06.00 AM
Bid Submission Start Date and Time	09-06-2021 at 10.00 AM
Bid Submission End Date and Time	29-06-2021 at 10.00 AM
Date and Time for Opening of Bids	30-06-2021 at 11.00 AM
Address for Communication	Asst. Administrative Officer (Stores) ICAR-Indian Institute of Millets Research, Rajendranagar, (R.R. District) Hyderabad-500030, T.S.

**Asst. Administrative Officer (Stores)
On behalf of Director, IIMR.**

CRITICAL DATE SHEET

1. On behalf of Director, ICAR-IIMR, Rajendranagar, Hyderabad, Electronic Quotations/tenders under Open tender enquiry, Bids are invited from the registered firms/their authorized dealer registered on portal etc. for the goods mentioned below. The Quotations/bids duly sealed/signed & completed in all respect should be submitted with scan documents online at CPPP. The incomplete Quotations/bids will be treated as rejected. The Quotations received after stipulated date & time will not be considered & rejected, and no correspondence in this regard will be entertained.
2. The Tender form/bidder documents may be downloaded from the <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.
3. Tenderers/bidders are requested to visit the website <https://eprocure.gov.in/eprocure/app> regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.

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 Director, ICAR- IIMR, Rajendranagar, Hyderabad, reserves the right to accept or reject any or all the tenders.

4. The firms are required to upload copies of the following documents:
 - **Technical Bid**
 - i. Scanned copy of **BID Securing Declaration form**.
 - ii. Scanned copy of Firm's registration, PAN Card, GST No., Tender acceptance letter
 - iii. Scanned copy of Income Tax Statement for the last three financial years 2017-18, 2018-19 & 2019-20.
 - iv. Scanned copy of all authentic documents regarding firm's turnover etc. during last three financial years 2017-18, 2018-19 & 2019-20.
 - v. Scanned copy of User List/Purchase Orders of its satisfactory installation.
 - vi. The scan copy of an undertaking stating that if the information/declaration/scanned documents furnished in respect of eligibility criteria are found to be wrong or misleading at any stage, the firm will be liable to punitive action.
 - **Financial Bid:-**

Financial bid should be quoted as per BOQ.
5. The Bidders may submit their Technical bids and price bids online on the portal of CPP. No conditional bids shall be allowed/ accepted. Bidders will have to upload scanned copies of various documents required for their eligibility and all other documents as specified in NIT to enable system generated Technical and price comparative statements, such statement may be submitted in Excel formats strictly. The bidder will have to give an undertaking online that if the information/declaration/scanned documents furnished in respect of eligibility criteria are found to be wrong or misleading at any stage, they will be liable to punitive action. Further, a **"Bid Security Declaration"** may also be submitted by the bidders accepting that if they withdraw or modify their bids during period of validity etc., they will be suspended for the time specified in the tender documents.
6. The Financial Bid of the Technically Qualified bidders only will be opened after short listing of technically qualified bidders with due information through system generated emails & SMS alerts.

7. **Description of the goods required and quantity:**

Sl.No	Item specification	Size	Quantity
1	Pollination covers 60 GSM made of kraft paper	14x6x42cms	800000 No's

Note: Samples may be submitted for physical verification address to the SAO, IIMR, Rajendranagar, Hyderabad 500 030 on or before bid opening date and time as mentioned in the critical date sheet, failing which your tender will not be consider for technical evaluation .

8. **Bid Opening:** Both the Technical and price bids will be opened online by the bid openers mentioned at the time of creation of the tender online. Relevant bidders can simultaneously take part in bid opening online and can see the resultant bids, of all bidders. The system automatically generates a technical scrutiny report and commercial scrutiny report in case of the Technical bid opening and a price comparative statement in case of price bid opening which can also be seen by participating bidders online.

- 9.
- Terms of delivery:** Delivery at site, **IIMR, Rajendranagar, Hyderabad**
 - Delivery period for goods:** Within **30 days** from the date of issue of Purchase Order.
 - Erection / installation and commissioning are to be completed within 15 days of delivery of the goods at site.
 - Terms of Inspection by the purchaser's representative: At IIMR, Rajendranagar, Hyderabad, after Receipt of Supply of Goods.

10. **Price structure:**

Important Note:- As per notification issued by Govt. of India, Ministry of Finance Department of Revenue vide letter No. 45/2017-Central Tax (Rate) New Delhi dated 14th November, 2017, GST is applicable @ 5% on the ordered items being Funded education/Research Institute. Therefore, all the bidders are requested to quoted 5% GST amount in the prescribed column of BOQ and accordingly the GST exemption certificate will be issued by this institute in favor of successful bidder at the time of placing the order.

11. **Receipt of Goods & Terms of Payment:**

- Payment term for supply of goods :** The supplier /firm should submit the invoice in triplicate. The invoice should contain the GST registration number and there should not be any overwriting /cutting/corrections. An advance stamped receipt should be enclosed along with invoice. The payment will be after certification of the purchaser that the items received as per the specifications of the purchase order and in Good conditions.
- Paying Authority:** The Director, IIMR, Rajendranagar, Hyderabad – 500 030.

c. Liquidated Damage Clause:

If any time during the performance of the contract, the supplier encounters conditions hindering timely delivery of the goods, the supplier shall promptly inform the purchaser in writing the fact of the delay and the likely duration of the same.

After receipt of supplier's communications, the purchaser shall decide as to whether to cancel the contract for the un-supplied portion after the existing delivery period, or to extend the delivery period suitably by issuing an amendment to the contract.

If the supplier fails to deliver the goods and / or perform the services within the contractual delivery period for reasons other than circumstances beyond supplier's control (which will be determined by the purchaser) and the purchaser extends the delivery period, *the purchaser will also deduct from the contract price, as liquidated damage, a sum equivalent to 0.5% (half per cent) of the delivered price of the delayed goods for each week of delay or part thereof until actual delivery or performance.*

The maximum limit of such deduction will, however, be 10% (ten per cent) of the contract price of the delayed goods or services.

Further, during such delayed period of supply and / or performance, the supplier shall not be entitled to any increase in price whatsoever on any ground.

However, the purchaser shall be entitled to the benefit of any decrease in price and cost, on any ground, whatsoever, of the goods & services, during the period of delay.

The purchaser's letter (to the seller with copies endorsed to other concerned) extending the delivery period will be subject to the above conditions.

d. Warranty Clause/Durable

The minimum period of Warranty / Durable for the above item shall be 1.5 years, from the Date of supply of Goods.

- e. Quality of Supply of Goods :** The Quality of Goods/items to be supplied must be such that the time-period between their Date of Manufacture and their Date of Supply is ensured to be minimum possible and, in any case, not more than maximum 1 month.

f. Dispute Resolution Mechanism:

If any dispute or difference of any kind arises between the purchaser and the supplier in connection with the contract, the parties shall make every effort to resolve the same amicably by mutual discussions. However, if the parties fail to resolve the disputes or differences by such mutual discussion **within 30 days**, either the purchaser or the supplier may give notice to the other party of its intention to refer the same to arbitration.

The arbitration will be conducted by a sole arbitrator, who will be appointed by the Secretary, ICAR and the procedure to be followed in this respect will be as per the **Indian Arbitration act, 1996**.

The **venue** of the **arbitration** shall be the place (i.e. **IIMR, Rajendranagar, Hyderabad**), from where the contract is issued.

- g. In case of any Legal Dispute, the jurisdiction will be at Rajendranagar.

Terms and conditions

You are also required to fulfill the following conditions and also furnish the required details as indicated in subsequent paragraphs.

- a) At the time of awarding the contract, the purchaser reserves the right to increase or decrease by up to 25%, the quantity of goods & services as specified in the above requirement, without any change in the unit price or other terms & conditions.
- b) Please indicate if you are registered with any Govt. organization; and, if registered, furnish all relevant details.
- c) Bidders are advised that one bidder cannot represent two suppliers or quote on their behalf in a particular tender. Specifications mentioned in Firm's Brochure will only be acceptable.
- d) The supplier shall at all times indemnify the purchaser, at no cost to the purchaser, against all third party claims of infringement of patent, trademark of industrial design rights arising from the use of the goods or any part thereof, with respect to the goods quoted by the supplier in its offer.
- e) The quotation(s) as well as the contract shall be written in English language. All correspondence and other documents pertaining to the quotation(s) and the contract, which the parties exchange, shall also be written in English.
The quotation and all correspondence and documents relating to the quotation exchanged between the bidder and the purchaser may also be written in Hindi language, provided that the same is accompanied by an English translation, in which case, for the purpose of interpretation of the quotation, the English translation shall govern.
- f) The contract shall be governed by the laws of India and the interpreted in accordance with such laws.
- g) The quotation / offer shall remain valid for acceptance for a period not less than **180 days** after the specified date of opening of the offer.
- h) The bidder should submit the Certificate of Non-Blacklisting/ Not Banned/Temporarily suspended by any Govt. Dep't. / Organizations
- i) The bidder should submit "Bid Security Declaration" accepting that if they withdraw or modify their bids during period of validity etc., they will be suspended for the time specified in the tender documents.
- j) The condition of Prior Turnover and Prior Experience has been relaxed with respect of Micro and Small Enterprises.

- k) **Bidders should not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids. However, any request of the bidder to add any document on later stage will not be accepted.**

Notwithstanding the above, the purchaser, reserves the right to accept or reject any quotation or annual the tendering process and reject all quotations at any time prior to award of the contract, without assigning any reason, whatsoever, and without incurring any liability or obligation, whatsoever, to the affected tenderer or tenderers.

Before executing supply, the successful Bidder will have to deposit Performance security of 3% of contract value in the form of an Demand Draft, Fixed Deposit Receipt and Bank Guarantee from a Commercial bank, and Bank Guarantee from a Commercial bank or online payment.

NOTE:- All the participating bidders should be complying with GST provisions enacted by Govt. of India from the date of 1st July,2017.

INSTRUCTIONS FOR ONLINE BID SUBMISSION

Bidding Process:

The bidder shall submit the bids electronically, through e-procurement system (<http://eprocure.gov.in/eprocure/app>). **Any document submitted through any other means will not be considered as part of Bid except for the Originals as asked in this tender.**

The tendering process shall follow two-part bidding. Bid shall be submitted in two parts, Technical Bid and Price Bid.

- (a). In the first stage, only Technical bid will be opened online and evaluated.
- (b). The Bid shall be considered responsive provided it meets all the specified requirements under this tender including technical specifications (**Annexure III**) and relevant documents as stipulated in **Annexure I** of tender document.
- (c). In the second stage, Price Bids of only those bidders, whose bids are found qualified in Technical Bid, will be opened. Date of Opening of Price Bids would be notified separately.

General instructions:

The bidders are requested to submit soft copies of their bids electronically on the CPP Portal, using valid user ID and 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.

- (a) The tender form/bidding 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.
- (b) Tenderers/bidders are requested to visit the website <https://eprocure.gov.in/eprocure/app> regularly for obtaining more information useful for submitting online bids on the CPP Portal. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
- (c) 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. This institute reserves the right to accept or reject any or all the tenders.

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.

- (a) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- (b) 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.
- (c) 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.
- (d) 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.
- (e) 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.

- (a) 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.
- (b) 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.

13 Assistance To Bidders:

- (a) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority (Director/ Head of Office) for a tender or the relevant contact person indicated in the tender.
- (b) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24 × 7 CPP Portal Helpdesk.

14. Preparation of Bids:

- (a) Bidder should take into account of any corrigendum published on the tender document before submitting their bids.
- (b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be uploaded as part of the bid. Please note the number of files, in which the bid documents have to be uploaded, indicating the number of documents – including the names and content of each of the document. **Any deviation from these may lead to rejection of the bid.**
- (c) 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 Documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- (d) 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, TIN, Annual Turnover details, 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.

15 Submission of Bids:

- (a) Bidder should log on to 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 date & time. Bidder will be responsible for any delay due to any issues/ reason.
- (b) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document(Annexure I).
- (c) 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) cells 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 final price to be quoted in the financial bid (BoQ) should be the sum of quoted prices of all the individual items.**
- (d) 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.

- (e) 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.
- (f) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- (G) 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 number and date & time of submission of the bid with all other relevant details.
- (h) 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.

16. Clarifications Of Bids

- (a) The Purchaser may, at its discretion, seek clarification(s) from the Bidder during examination, evaluation and comparison of bids. The written response/clarification in this regard shall be submitted by the authorized signatory of Bidder through e-mail or fax or post. In case the Bidder fails to submit the desired information/clarification sought by the Purchaser within stipulated time, further evaluation of its bid will not be carried out and the Purchaser reserves the right to reject the bid. (Technical clarification only).

17. Contacting The Purchaser

- (a) Any clarification/query related to the Bidding document may be addressed to the Tender Inviting authority in through e-mail or fax as per the details given above. Clarification/queries received, within due date and time mentioned in the NIT will only be entertained.
- (b) Any effort to influence the purchaser during bid evaluation process or contact award process may result in the rejection of the Bidders’ bid.

BID EVALUATION CRITERIA

1. Mode of submission of Bid

TECHNICAL BID:

The technical bid shall be complete in all aspects and contain all information asked for in this document. Technical Bid shall comprise the following:

- (a) Scanned copy of the duly-filled and signed “Checklist for Bid Submission” as per **Annexure I**.
- (b) Scanned copy of the duly-filled and signed “Bidder’s Profile” as per **Annexure - II**
- (c) Scanned copy of the duly filled and signed “Tender Acceptance Letter” as per **Annexure III**.

2. Purchaser reserves the right to verify the submitted documents with original one in case of need.

PRICE BID :

- (a) The Price bid shall be complete in all aspects and shall contain all information asked for in this document (Annexure IV).
- (b) The Price bid format is provided as BoQ_XXXX.xls along with this tender document at <http://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 Price Bid. Bidder shall not tamper/modify the downloaded price bid template in any manner. In case the Price format is found to be tempered/modified in any manner, then Bid will be Summarily rejected, Bidder is liable to be banned from doing business with the Purchaser.
- (c) The Prices should be quoted only Indian Rupees (INR). L1 will be arrived after taking all taxes, duties, levies etc., up to IIMR stores.
- (d) All quoted prices shall be on “Delivery at site” basis.

If any bidder quotes Nil charges/consideration, the bid shall be treated as unresponsive and will not be considered.

3. OPENING OF TECHNICAL BIDS:

- (a) The Purchaser will open the bids as per electronic bid opening procedures specified in CPPP at the specified date and time. Bidders can also view the bid opening by logging on to the e-procurement system. Specific bid opening procedures are laid down at <http://eprocure.gov.in/eprocure/app> under the head “Bidders Manual Kit”. The Bidder will be at liberty to be present either in person or through an authorized representative at the time of opening of the Bid or they can view the bid opening event on online at their remote end.
- (b) No representative will be allowed to attend the Bid Opening event at the Purchaser’s location without **valid Bid acknowledgement** slip received after submission of Bids.
- (c) In the event of the specified date of bid opening declared a holiday for purchase, the bids shall be opened at the specified time and place on the next working day.

4. EXAMINATION AND EVALUATION OF TECHNICAL BIDS :

- (a) The Purchaser will examine the bids to determine their completeness in all respect as per the requirement of this tender document.
- (b) The Purchaser may waive any minor informality or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such waiver does not prejudice to affect the relative ranking of any Bidder.
- (c) The Purchaser shall evaluate Technical Bids based on the documents submitted as per annexure III.
- (d) The Purchaser reserves the right to reject the bid under any of the following circumstances:
- (e) Bid is incomplete and/or not accompanied by all required documents.
- (f) Bid is not in conformity with the terms and conditions of this document.
- (g) Specifications stipulated in the relevant annexure pertaining to Technical Bid.

5. EVALUATION OF PRICE BIDS:

- (a) Price Bid of only technically qualified bidders shall be opened and evaluated.
- (b) Evaluation shall be done on the basis of total amount quoted (inclusive of all applicable taxes and duties).
- (c) The Evaluated Price shall be total price worked out after considering discrepancies, if any, as mentioned in the Price Bid (Annexure-IV).

Bid Securing Declaration Form

To

(insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)
in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration) Duly
authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

Annexure I

COMPLIANCE SHEET/CHECK LIST FOR ELIGIBILITY CRITERIA – FORMAT
(Should be uploaded on letter head of the firm)

Sl. No.	Documents ID	Documents to be uploaded	Compliance report (Yes or No)
1	Bidder Profile	i). Duly filled, signed and affixing company/firm seal of Annexure II . ii). Self attested copy of firm registration certificate or valid dealer certificate as the case may be. iii). Self attested copy of PAN No. iv). Self attested copy of GST No. v). Copy of Audited Balance Sheet and P&L account duly signed by CA or Self-attested for the minimum of three years of eligible turnover.	
2	Bid Security	Bid Securing Declaration form	
3	Tender Acceptance Letter	Annexure III on Firm's Letter head	
4	List of clients	Provide list of clients	

Note :: (a) All the above documents uploaded should be signed by the Competent authority and bear the seal of the Firm.

(b) Physical samples to be compulsorily provided for technical bid.

Failing any of the above instructions, bid is liable for rejection.

Signature of authorized signatory
Name & Designation
Seal

BIDDER'S PROFILE
(Should be Uploaded on letter head of the firm)

Name of the Firm	
Address for Correspondence	
Contact Person Name and Designation	
Mobile and Fax	
Email ID for correspondence	
Type of Firm (Sole Proprietor/Manufacture/Partnership firm/Limited Company/Corporation/Society)	Registration Certificate of the Company or Dealer/Agent Certificate.
Income Tax Registration /PAN No. (pls. upload self-attested copy)	
GST registration Certificate (pls. upload self-attested copy)	
The annual gross turnover of the firm should not be less than Rs. 25.00 lakhs at least for three years during last five years. (pls. enclose Audited balance sheet and P&L account duly signed by CA or Self attested).	
a) 2015-16	
b) 2016-17	
c) 2017-18	
d) 2018-19	
e) 2019-20	
Upload the Compliance of Technical Specification as per Annexure IV	
Bank Details	
Name of the Bank	
Branch & Address	
Type of Account	
Account No.	
MICR NO.	
IFSC Code No.	

Signature of authorized signatory
Name & Designation
Seal

TENDER ACCEPTANCE LETTER
(Should be Uploaded on letter head of the firm)

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).

2. I/we hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. ----- to ----- (including all documents like annexure(s), schedules(s), etc.,) which form part of the contract agreement and I/we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organisation too have also been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality / entirety.
5. I/we do hereby declare that our Firm has not been blacklisted / debarred by any Govt. Department/Public Sector Undertaking/ Central Autonomous Bodies.
6. 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/organization 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.

Signature of authorized signatory
Name & Designation
Seal

Annexure -IV

PRICE BID

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

S.No.	Item	Quantity (No's)	Unit Price(₹)	Taxes (₹)	Total (₹.)
1.	Pollinations cover Plain	800000 No's	XXX	XXX	XXX

1. The above mentioned Price Bid format is provided as BoQ_XXXX.xls along with this tender document at <http://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BoQ_XXXX.xls as it is and quote their offer/rates in their offer/rates in the permitted column (coloured) and upload the same as Price Bid. **Bidder shall not tamper/modify the downloaded price bid template in any manner.** In case the price bid template is found to be tampered/modified in any manner, the corresponding bid will summarily be rejected and Bid Security would be forfeited and the Bidder is liable to be banned.
2. The rate shall be quoted in Indian Rupee only. In case, the bidder quoted price in foreign currency, prevailing exchange rate on the bid opening will be taken into account for price comparison.
3. The quoted price shall be inclusive of all taxes and duties. **The quoted price shall not be affected by any subsequent revision in the statutory taxes, duties etc.** In case, the bidder quoted price in foreign currency, approximate freight, insurance, local transport and other incidental expenses etc., will be added to arrive L1.
4. In case of any discrepancy in calculation of total amount, the total evaluated price in word will be considered for evaluation.
5. The quoted rates shall remain firm throughout the validity period of the bid/contract and no revision is permissible whatsoever may be the reason.

Signature of authorized signatory
Name & Designation
Seal

Technical Specifications

Sl.No	Item specification	Size	Quantity
1	Pollination covers 60 GSM made of kraft paper	14x6x42cms	800000 No's

Physical samples to be compulsorily provided for technical bid.

Signature of authorized signatory
Name & Designation
Seal

Check list

(Should be uploaded on letter head of the firm)

Minimum requirements to be checked at the time of opening technical proposal by the committee.

Sl.No	Scanned Document to be submitted		File Name	Page No
1.	Pan card copy	Y/N		
2.	GST Copy	Y/N		
3.	Check list Annexure-I	Y/N		
4.	Bidders profile Annexure-II	Y/N		
5.	Tender Acceptance letter Annexure-III	Y/N		
6.	Bid securing declaration form Annexure: IV			
7.	Price bid Annexure-V	Y/N		
8.	Turn over should equal to or more than ₹ <u>25 lakhs</u> in any of the three years out of last five years.	Y/N		
9.	Any refusal or Non- supply of previous order. In case of refusal or non-supply of previous orders (Beyond the given time) the bid of such firms will not be considered.	Y/N		
10.	copy of IT returns and copy of Annual Accounts Certified by CA or self attested must be enclosed as proof 2016-2017 2017-2018 2018-2019 2019-2020 2020-2021			
11.	Validity of the quotation :90 Days	Y/N		
12.	Firm Registration	Y/N		
13.	Non-Black listed certificate	Y/N		
14.	Experience certificate /users list	Y/N		

Note: All the above documents should be uploaded duly signed by competent authority and bear the seal of the firm. Failing any of the above instructions, bid is liable for rejection.

I have gone through the conditions and certified that all the information provided are true. In case of any false information given by me, my tender may be rejected for which the purchaser will not be held responsible.

Place;
Date:

Signature of the bidder
Name:- _____
Seal and stamp:- _____