



भारत - केन्द्रीय रोपण फसल अनुसंधान संस्थान
क्षेत्रीयकेन्द्र, कृष्णपुरम - 690 533 कायम्कुलम, भारत

ICAR - CENTRAL PLANTATION CROPS RESEARCH INSTITUTE

REGIONAL STATION, KRISHNAPURAM (PO), KAYAMKULAM - 690 533, KERALA, INDIA



Phone (PABX) : 0479 - 2442104
: 0479 -2442160
Head : 0479 - 2442004
Fax : 0479 - 2445733

Email : headrskgm.cpcri@icar.gov.in
: headcpcri@yahoo.co.in
Website : https://cpcri.icar.gov.in

No.F.1(24)Fertilizer/Stores-17

Dated: 02.03.2021

Notice inviting Tender through E-Procurement

ICAR-CPCRI (Regional Station), Kayamkulam invites ONLINE bids for supply of Organic Manure at ICAR-CPCRI (Regional Station) Kayamkulam.

Prospective Bidders may download the Tender Document from www.cpcri.icar.gov.in/ www.eprocure.gov.in. Bidders are advised to carefully go through the instructions provided at 'Instructions for online Bid Submission' and submit duly filled in bids online on the website www.eprocure.gov.in as per the schedule given in the Tender Document.

Acting Head

TENDER SCHEDULE

Tender No: No.F.1(24)Fertilizer/Stores-17 (Organic Manure)

CRITICAL DATE SHEET

Name of the Institute	ICAR-Central Plantation Crops Research Institute, Regional Station, Kayamkulam
Place of Supply	ICAR-Central Plantation Crops Research Institute, Regional Station, Kayamkulam
Date of Release of Tender	2nd March, 2021
Last Date of Submission of bids	16th March, 2021
Date of opening of bids	17th March, 2021
Place of opening of bids	ICAR-Central Plantation Crops Research Institute, Regional Station, Kayamkulam

NOTE:

- 01 The Acting Head, ICAR – CPCRI (Regional Station) Kayamkulam may at his discretion, extend this date by a fortnight and such extension shall be binding on Tenderers.
- 02 If the date up to which the Tender is open for acceptance is declared to be a holiday, the Tenders shall be deemed to remain open for acceptance till the next working day.

INSTRUCTION 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: www.eprocure.gov.in.

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 'Click here to Enroll'. Enrolment on the CPP Portal 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 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 DSCs to others, which may lead to misuse.

Bidder then logs into the site through the secured login 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 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 formats. Bid documents may be scanned with 100dpi with black and white option.

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' 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 repeatedly. 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 he/she 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.

FINANCIAL BIDS TO BE SUBMITTED IN XLS FORMAT.

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 bid encryption technology. Data storage encryption of sensitive fields is done.

The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

Upon the successful and timely submission of bids, the portal will give a successful bid submission message and a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

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 24*7 CPP Portal Helpdesk. The contact number for the helpdesk is **01204001002**.

GENERAL INSTRUCTIONS TO THE BIDDERS:

The tenders will be received online through portal <https://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format.

Possession of Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/ e-Token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link 'Information about DSC'. Tenderers are advised to follow the instructions provided in the 'Instructions to the Tenderers for the e- Submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>.

Annexure I: INVITATION FOR BIDS (IFB)

1. ICAR-Central Plantation Crops Research Institute , Kayamkulam, Kerala is the Regional Station of ICAR-CPCRI, Kasargod which is the premier Research Institution with the mandate of conducting research on Plantations Crops in the country and functioning under the administrative control of Indian Council for Agricultural Research, Ministry of Agriculture & Farmers Welfare, and Government of India. ICAR-CPCRI, Regional Station, Kayamkulam invites '**ONLINE**' bids for supply of **Organic Manure at ICAR-CPCRI (Regional Station), Kayamkulam**

2. Contact information: ICAR-Central Plantation Crops Research Institute (Regional Station), Krishnapuram (PO), Kayamkulam-690 533, Kerala India, Tel No.: EPABX: 0479- 2442160, 2442104 E-mail: headpcpri@yahoo.co.in, headrskgm.cpcri@icar.gov.in.

3. Single bid System – Online submission through <https://www.eprocure.gov.in/eprocure/app>: The Double bid system will be followed for this tender. In this system, bidder must submit their offer online in separate envelopes/packets as explained below:

Online - Envelope No. 1: "Technical Bid" shall contain: (PDF format only)

a. **Technical bid details (in PDF format)**

i.	Copy of valid Registration Certificate of the firm	These documents must be uploaded to qualify the technical bid
ii.	Self attested copy of valid pan card.	
iii.	Self attested copy of GST registration certificate.	
iv.	Self signed copy of Duly filled Annexure III and IV	
v.	Any other documents if necessary	

- b. Duly filled Technical Bid with proper seal and signature of the authorized person (with name, designation, email id & contact no.)
- c. A copy of Certificate of Incorporation, Partnership Deed / Memorandum and Articles of Association /any other equivalent document showing date and place of incorporation, as applicable.
- d. Other documents necessary in support of eligibility criteria, brochures etc.
- e. The Technical Bid along with detailed terms and conditions, complete in all respects with proper seal and signature of authorized person with name, designation, email id and contact no.
- f. Only those firms will be considered for financial bid who will qualify in the technical bid.
- g. Submit your financial bid ONLINE and all other documents (as illustrated in technical bid details above) to be submitted both online and in hard copy form, must reach physically to the Assistant Administrative Officer, ICAR-CPCRI, Regional Station, Krishnapuram (PO), Kayamkulam-690533 **before** 11.00 AM on the due date of tender i.e. 16.03.2021.

Envelop No.2 'Financial Bid' (In XLS format) in the item wise BOQ only.

Note: The Head, ICAR-CPCRI, (Regional Station), Kayamkulam, reserves the right to reject the bid if any of the above listed document(s) is/are not submitted.

4. Last date for submission of bids on **16.03.2021, 15:00 Hrs** at ICAR –Central Plantation Crops Research Institute (Regional Station), Krishnapuram P.O. Kayamkulam, Kerala, India, Tel No.: EPABX: 0479- 2442160, 2442104 Email: headrskgm.cpcri@icar.gov.in/headcpcri@yahoo.co.in

5. Technical bids will be opened - online **17.03.2021, 15:00 Hrs at:** ICAR – Central Plantation Crops Research Institute (Regional Station), Krishnapuram .P.O, Kayamkulam Kerala, India, Tel No EPABX: 0479- 2442160, 2442104 Email: headrskgm.cpcri@icar.gov.in/headcpcri@yahoo.co.in

In case bidder requires any clarifications / information, they may contact **ICAR-CPCRI (REGIONAL STATION), KAYAMKULAM** in between 09:30 AM – 04:00 PM in all working days.

INSTRUCTIONS TO BIDDERS (ITB)

1. Locations for Supply of Organic Manure

The entire supply of Organic Manure s as described in Schedule of Requirements must be undertaken at ICAR – Central Plantation Crops Research Institute (Regional Station), Krishnapuram P.O, Kayamkulam, Kerala, India.

2. Order Placements:

The supply Order shall be released by: **Acting Head, ICAR-CPCRI (REGIONAL STATION) KRISHNAPURAM P.O. KAYAMKULAM, – 6890 533, Kerala, India**

The payments shall be released by **Acting Head ICAR-CPCRI (REGIONAL STATION) KRISHNAPURAM P.O. KAYAMKULAM– 690 533, Kerala, India.**

3. Eligibility Criteria:

a. The bidders should submit the required documents / financial instruments as stipulated in para 3 of Annexure – I.

b. The bidder must NOT be blacklisted by ICAR-CPCRI, Kayamkulam or any other Educational/R&D/Govt. organizations. A certificate or undertaking to this effect must be submitted.

Note: The bidders should provide sufficient documentary evidence to support the eligibility criteria. ICAR-CPCRI, Kayamkulam reserves the right to reject any bid not fulfilling the eligibility criteria.

4. Amendment to Bidding Documents

4.1 At any time prior to the deadline for submission of bids, ICAR-CPCRI(Regional Station), Kayamkulam may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder, modify the bid document.

4.2 The amendments to the tender documents, if any, will be notified by release of Corrigendum Notice in print media / website. The amendments/ modifications will be binding on the bidders.

4.3 ICAR-CPCRI (Regional Station), Kayamkulam at its discretion may extend the deadline for the submission of bids if it thinks necessary to do so or if the bid document undergoes changes during the bidding period, in order to give prospective bidders time to take into consideration the amendments while preparing their bids.

5. Submission of Bids- Online (Technical Bid in PDF format and Financial Bid in XLS format) only.

The bidder should quote in the BOQ, as per the details furnished in the Annexure V (Tender Schedule) and the Bid documents shall be neatly arranged while online submission of the tender. They should not contain any terms and conditions, printed or otherwise, which are not applicable to the Bid. The conditional bid will be summarily rejected. Insertions, postscripts, additions and alterations shall not be recognized, unless confirmed by bidder's signature.

7. Deadline/mode for Submission of Bids – 03:00 PM on 16.03.2021 through Online Only.

7.1 Bids must be received by ICAR-CPCRI (Regional Station), Kayamkulam before the due date and time, at the address specified in the tender document.

7.2 ICAR-CPCRI (Regional Station), Kayamkulam may extend this deadline for submission of bids by amending the bid documents and the same shall be suitably notified in the media.

8. Late Bids

ICAR-CPCRI(Regional Station), Kayamkulam shall NOT be responsible and liable for the delay in receiving the bid for whatsoever reason.

9 **Bid Opening & Evaluation of Bids.**

- 9.1 The technical bids will be evaluated in two steps.
- The bids will be examined based on eligibility criteria stipulated at Annexure - II to shortlist the eligible bidders.
 - The technical bids of only the short listed eligible bidders shall be evaluated based on technical specifications stipulated at Annexure – I.
- 9.2 The bidders whose technical bid is found to meet both the requirements as specified above will qualify for opening of the Financial bid and will be informed about the date and time of the opening of the Financial bid.
- 9.3 The duly constituted Tender Evaluation Committee (TEC) shall evaluate the bids.

10. **Comparison of Financial Bids**

- 10.1 Only the short-listed bids from the Technical bid evaluation shall be considered for Financial bid comparison.
- 10.2 The Financial bids will be evaluated on the basis of prices quoted. The contract will be awarded to the firm whose total quote is the lowest.

11. **Award of Contract**

11.1 ICAR-CPCRI (Regional Station), Kayamkulam shall award the contract to the eligible bidder whose Financial bid has been accepted and determined as the lowest evaluated Financial bid based on the Grand Total calculated of all items etc. of the Financial Bids.

11.2 If more than one bidder happens to quote the same lowest price, ICAR-CPCRI (Regional Station), Kayamkulam reserves the right to decide the criteria and further process for awarding the contract, decision of ICAR-CPCRI (Regional Station), Kayamkulam shall be final for awarding the contract.

□□

□□

1. Before quoting for the tender, it is requested to kindly go through the tender document thoroughly and abide by all the terms and conditions given.
2. Before quoting the rates, the tenders/bidders in their own interest are instructed to visit the site for understanding the site conditions, nature of supply involved, etc
3. Quotations received after due date and time shall not be entertained.
4. The quoted rates must be valid for 90 to 120 days.
5. Rates quoted must be given in the prescribed format in BOQ only including Tax/GST. Rate to be quoted for per Kg or item as indicated in the BOQ.
6. Supplier must quote rate for each item . While entering if any of the cells is found to be left blank, the same shall be treated as 'O'.(Zero) Therefore if any cell is left blank and no rate is quoted by the contractor the rate of such items shall be treated as 'O'(zero) and the item of shall be done free of cost.
7. Income Tax will be deducted at source from the bill as per prevailing rules. Further GST and other tax will be paid directly to the concerned department by the contractor as per rule and same show in final bill. Further after remittance copy of the same should be furnished at this Office.

□□□ TERMS & CONDITIONS:

8. Quotation should clearly indicate the point of supply
- 9.. Should indicate the rate of GST/Entry Tax etc. if charged extra.
10. Payment will be made only after satisfactory receipt of the item. No advance payment/part payment is admissible as per rules
11. The rights accept or reject the quotation rests with the Head, ICAR-CPCRI (Regional Station) Kayamkulam.
12. Time required for effecting the supply upon receipt of supply order should be indicated

(End of Annexure-II)

ANNEXURE III

PARTICULARS OF QUOTING AGENCY

1. Name of the Dealer/Agency :
 2. Full address with Phone No., E.mail etc :
 3. Name of the Proprietor :
 4. PAN No. /Circle/ Ward :
 5. Earnest money deposited with No. dated :**Not applicable**
 6. EPF Registration No. (**Enclose copy**) :**Not applicable**
 7. ESI Registration No. (**Enclose Copy**) :**Not applicable**
 8. Labour license for the work from the office of Central/State Govt. Labour Department (Enclose copy) :**Not applicable**
 9. Details of supply experience in Central/State Govt. establishments//Autonomous bodies/ Corporation (enclose copy) :
 10. Name, A/c. No, IFSC code and full address of your Bank :
 11. Name of the permanent Representative to be visiting ICAR- CPCRI(Regional Station), Kayamkulam-regarding the contract. :
 12. Any other information required :
- Date :
Place :

AUTHORISED SIGNATORY

Please add supplementary pages to be numbered wherever needed by the Tenderer

ANNEXURE :IV

**: TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head).**

Date:

To:

The Acting Head
ICAR- Central Plantation Crops Research Institute
Regional Station
Krishnapuram (PO)
Kayamkulam – 690 533
Kerala

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/supply' from the web site(s) namely: www.cpcri.gov.in / www.eprocure.gov.in, etc.; as per your NIT / advertisement, given in the above-mentioned website(s).
2. The corrigendum(s) issued from time to time by your department / organization too has 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 & 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 the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the fully said earnest money deposit absolutely.

Yours Faithfully,

Authorized Signatory.

(Signature of the Bidder, with Official Seal)
Email id for correspondence

TENDER SCHEDULE

QUOTATION FOR SUPPLY OF ORGANIC MANURE

Sl. No.	Name of the item	Quantity (Kg.)
1	Vermi compost	5000
2	Coir Pith Compost	1300
3	Neem Cake	6000
4.	Cowpea	250