



भाकृअनुप - केन्द्रीय रोपण फसल अनुसंधान संस्थान
कासरगोड, केरल - 671 124 भारत
ICAR - Central Plantation Crops Research Institute
Kasaragod - 671 124, Kerala, India
(An ISO 9001:2008 Certified Institution)



Phone (Off) : 04994 - 232333
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E-mail :director.cpcri@icar.gov.in
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Website : http://www.cpcri.gov.in

F.No. 35(2)/2017-Stores

Date: 13.03.2018

SHORT TIME E-TENDER NOTICE

CPCRI Kasaragod invites ONLINE bids for the supply of Fertilizers at CPCRI, Kasaragod.

Prospective Bidders may download the Tender Document from www.cpcri.gov.in/ www.eprocure.gov.in. Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission' and submit duly filled bids online on the website www.eprocure.gov.in as per the schedule given in the Tender Document; along with a **Tender document fee of Rs.200/- (Non Refundable) & EMD of Rs.9,000/- (Rupees nine thousand only) in favour of ICAR Unit, CPCRI payable at Kasaragod as per Annexure – II.**

DIRECTOR

Annexure-I



भाकृअनुप - केन्द्रीय रोपण फसल अनुसंधान संस्थान
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Sub: Quotation for supply of 'Fertilizers' – reg.

Sirs,

Quotations are invited for supply of following items to this Institute through e-procurement portal.

S.No.	Item	Qty
1.	Urea	6.4/mt.
2.	Rock Phosphate	2.5/mt.
3.	M.O.P.	10/mt.
4.	Borax	600/mt
5.	Magnisum Sulphate	150 kg.
6.	Zink sulphate	150 kg.
7.	Sodium molyphate	200 kg.
8.	D.A.P.	2.5/mt.

Terms & Conditions of supply :

1. The rate quoted should be valid for a minimum period of 90 days from the due date of receipt of quotation.
2. The rate quoted should be inclusive of loading, unloading and transportation charge for delivery up to our Institute.
3. The supply should be made within 30 days from the date of issue of order.
4. The Govt. tax like GST etc. should be shown separately with its percentage.
5. Payment will be made only after satisfactory receipt of the item as per order.
6. Quotation received after the due date will not be entertained
7. The item(s) ordered should be supplied in one lot. Part supply will not be accepted.
8. Random sample of each load will be taken to test the impurities and moisture content.
9. The right to accept or reject the quotation rests with the Director, CPCRI.
10. An EMD of Rs.9000/- should be enclosed with the quotation in the form of Demand Draft obtained in favour of Director, CPCRI, Kasaragod.
11. The EMD of the successful tenderer will be converted in to as Security Deposit which will be released after satisfactory completion of the supply.
12. If the successful bidder fails to execute the order within the stipulated period after placing the order, the order will be cancelled and security deposit will be forfeited.
13. Interested parties may submit the proposal in single bid system. The single bid should be submitted in the CPP Mode in e-procurement site using DSC.

Yours faithfully,

Asst. Administrative Officer (Stores)

ANNEXURE-II

TENDER SCHEDULE
Tender No: F.No. 35(2)/2017-Stores

Name of the Institute	ICAR-Central Plantation Crops Research Institute, Kasaragod
Place of Work	ICAR-Central Plantation Crops Research Institute, Kasaragod
Date of Release of Tender	13th March, 2018
Last Date & Time of Submission of bids	19th March, 2018, 10:30 Hrs
Date & Time of opening of bids	20th March, 2018, 10.30 Hrs
Place of opening of bids	ICAR-Central Plantation Crops Research Institute, Kasaragod, Kerala

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.

Bidder has to select the payment option as `offline` to pay the tender fee / EMD as applicable and enter details of the instrument(s).

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 1800 233 7315.

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 II: INVITATION FOR BIDS (IFB)

1. ICAR-Central Plantation Crops Research Institute, Kasaragod Kerala 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 of Agricultural Research, Ministry of Agriculture & Farmers Welfare, Government of India. ICAR-CPCRI invites `ONLINE' bids from eligible bidders for **supply of Fertilizers at ICAR-CPCRI, Kasaragod**
2. Contact information:

ICAR-Central Plantation Crops Research Institute, Kudlu PO, Kasaragod-671124, Kerala India, Tel No.: EPABX: 0091-04994 232893-95 E-mail: director.cpcri@icar.gov.in, directorpcpri@gmail.com
3. Two bid System – Online submission through <https://www.eprocure.gov.in/eprocure/app> : The single bid system will be followed for this tender. In this system, bidder must submit their offer - online in one single mode.

Online - Envelope No. 1: two bid submission conditions and rate : (PDF format only)

- a. Scan copy of Demand Draft towards **tender fee of Rs. 200/- (Rupees two hundred only)** drawn infavour of ICAR- Unit CPCRI Kasaragod . (The original DD must physically reach at 10.30 AM on the due date of Submission of tender to the Assistant Administrative Officer (Stores) at CPCRI, Kasaragod, Kerala 671124.
- b. Scan copy of Demand draft towards **Earnest Money Deposit of Rs.9,000/- (Rupees nine thousand only)** drawn in favour of ICAR Unit CPCRI, Kasaragod. (The original DD for Earnest Money Deposit of Rs.9,000/-must reach physically at 10.30 AM on the due date of submission of tender to the Assistant Administrative Officer (Stores) at CPCRI, Kasaragod, Kerala 671124.

c. Technial bid details (in PDF format)

i	Self Attested copy of valid PAN Card copy.
ii	Self Attested copy of GSTregistration Certificate issued by Govt.
iii	Self attested Copy of EMD & Tender Fee
iv	Self signed copy of Duly filled annexure -III & IV.
v	GST number

g. 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.

Envelop No.2 ‘financial Bid’ (In XLS format) in the item wise BOQ only.

Note: ICAR-CPCRI, Kasaragod 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 **19th March, 2018, 10:30 Hrs** at ICAR –Central Plantation Crops Research Institute, Kudlu.P.O., Kasaragod, Kerala, India, Tel No.: EPABX: 0091- 04994-232893-95 Email: director.cpcri@icar.gov.in/directorcpcri@gmail.com
5. Technical bids will be opened - online on **20th March, 2018, 10:30 Hrs at**: ICAR – Central Plantation Crops Research Institute, Kudlu.P.O., Kasaragod, Kerala, India, Tel No.: EPABX: 0091- 04994-232893-95 Email: director.cpcri@icar.gov.in/directorcpcri@gmail.com

The bid must be submitted on-line. The Tender Fees & EMD etc. must be submitted in person or through post/ courier (ICAR-CPCRI shall not be responsible for any postal delays or any other reason for not submitting the tender fees/ EMD etc. in the specified time and resulting in disqualification / rejection of any bid) so as to reach on or before the due date and time.

In case bidder requires any clarifications / information, they may contact **ICAR-CPCRI, KASARAGOD**

Annexure II: INSTRUCTIONS TO BIDDERS (ITB)

1. Locations for the supply

The entire supply as described in Schedule of Requirements must be undertaken at ICAR – Central Plantation Crops Research Institute, Kudlu.P.O., Kasaragod, Kerala, India

3. Order Placements:

The supply Order shall be released by: **Director, ICAR-CPCRI KASARAGOD, KUDLU (PO), KASARAGOD – 671124, Kerala, India**

The payments shall be released by: **Director, ICAR-CPCRI KASARAGOD, KUDLU (PO), KASARAGOD – 671124, Kerala, India**

4. Eligibility Criteria:

a. The bidder should have executed similar type of orders with other Central / State /PSU /Govt. Societies for a minimum of 1 year.

b. The bidders should submit the required documents / financial instruments as stipulated in Annexure – I.

c. The bidder must not be blacklisted by ICAR-CPCRI, Kasaragod 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, Kasaragod reserves the right to reject any bid not fulfilling the eligibility criteria.

5. Amendment to Bidding Documents

5.1 At any time prior to the deadline for submission of bids, ICAR-CPCRI, Kasaragod may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder, modify the bid document

5.2 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.

5.3 ICAR-CPCRI, Kasaragod 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.

6. Earnest Money Deposit (EMD)

- The Earnest Money Deposit (EMD) as per Annexure-I must be submitted prior to the DUE DATE of submission of the online bid and EMD may be submitted in the form of Demand Draft in favour of ICAR unit CPCRI, KASARAGOD payable at KASARAGOD.
- The bid submitted without EMD shall stand rejected. No interest shall be payable on EMD.
- The EMD will be returned to the bidder(s) whose offer is not accepted, within 30 days from the date of opening of Technical bid(s). In case of the bidder whose offer is accepted, the EMD will be converted into as Security Deposit..
- The successful bidder, on award of contract / order, must send the contract/ order acceptance in writing, within 7 days of award of contract/ order, failing which the EMD will be forfeited and the order will be cancelled.

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

The Bid documents shall be neatly arranged. 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.

8. Deadline for Submission of Bids – Online Only.

8.1 Bids must be received by ICAR-CPCRI before the due date and time at the address specified in the tender document.

8.2 ICAR-CPCRI may extend this deadline for submission of bids by amending the bid documents and the same shall be suitably notified in the media.

9 Late Bids

ICAR-CPCRI shall not be responsible and liable for the delay in receiving the bid for whatsoever reason.

10 Bid Opening & Evaluation of Bids

10.1 The technical bids will be evaluated in two steps.

- The bids will be examined based on eligibility criteria stipulated at to shortlist the eligible bidders.
- The technical bids of only the short listed eligible bidders shall be evaluated based on technical specifications stipulated .

10.2 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.

10.3 The duly constituted Tender Evaluation Committee (TEC) shall evaluate the bids.

11. Comparison of Financial Bids

11.1 Only the short-listed bids from the Technical bid evaluation shall be considered for Financial bid comparison.

11.2 The Financial bids will be evaluated on the basis of prices quoted. The supply order will be awarded to lowest evaluated bidder.

12. Award of Supply order

12.1 ICAR-CPCRI, Kasaragod shall award the supply order 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.

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

LIQUIDATED DAMAGE CLAUSE:

The buyer shall have the right to levy liquidated damages at a percentage not exceeding 2% per each week or part thereof in respect of supplies so delayed delivery.

The Director, CPCRI, Kasaragod reserves the right to reject any or all E - Tenders in whole or in part without assigning any reasons thereof. The decision of Director shall be final and binding on the contractor/agency in respect of any clause covered under the contract.

(END OF Annexure II)

ANNEXURE III

PARTICULARS OF QUOTING AGENCY

- 1) Name of the 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 :

- 6) GST Registration No. :
(Enclose self attested copy)

- 7) Registration Licence from :
Central/State Govt. Department
(Enclose self attested copy)

- 9) Details of supply experience in Central/State :
Govt. establishments//Autonomous bodies/
Corporation (enclose self attested 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, Kasaragod regarding
the supply.

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 Director
ICAR- Central Plantation Crops Research Institute
Kudlu (PO)
Kasaragod-671124
Kerala

Dear Sir,

I / We have downloaded / obtained the tender document(s) for the above mentioned `Tender/e-tender 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).

The corrigendum(s) issued from time to time by your department / organization too has also been taken into consideration, while submitting this acceptance letter.

I / We hereby unconditionally accept the tender conditions of above mentioned tender document(S) / corrigendum(s) in its totality / entirety.

I / We do hereby declare that our Firm has not been blacklisted / debarred by any Govt. Department/Public sector undertaking.

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