



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



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F.No.28(1)2(AR)/2018-Stores

Date: 23.05.2018

### **E-TENDER TENDER NOTICE**

ICAR-CPCRI Kasaragod invites **ONLINE bids** for the **Printing and Supply of Institute Publications** at CPCRI, Kasaragod. for a period of one year from the date of award of Contractat

Prospective Bidders may download the Tender Document from [www.cperi.gov.in/](http://www.cperi.gov.in/) [www.eprocure.gov.in](http://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](http://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 Rs.5000/- (Rupees five thousand only)** may be remitted by **Demand Draft in favour of ICAR Unit, CPCRI payable at Kasaragod**

**DIRECTOR**



भाकृअनुप - केन्द्रीय रोपण फसल अनुसंधान संस्थान  
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F. No. 28(1)2(AR)/2018-Stores

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Sub: E-tender for printing and supply of Institute Publications on Rate Contract for the year 2018-19 - reg.

E-tenders are invited for printing and supply of institute publications viz., Annual Report, AICRP Annual Report, Newsletters, Technical Bulletins, Books, Pamphlets etc., on contract basis as and when required during the period of contract for a period of one year rate may be quoted as per the BOQ.

All English text matter will be supplied either by E-mail, in CD or pen drive with logos, photographs and graphs in TIFF or JPG format. Indian language (Hindi, Kannada/Malayalam/Telugu and Tamil) manuscripts will be given as hard copies only. The final printing work shall be done only after the receipt of the duly approved proof materials.

Before quoting of your rates, if required you can also have a look our earlier publications during the office working hours of this Institute. Soft copies of our publications are available in the website [www.cperi.gov.in](http://www.cperi.gov.in)

Sl.No.	Item Description	Quantity
1	<b>Rate contract printing and supply of Institute Publications</b>	
1.01	<b>CPCRI Annual Report – A4 (210 mm x 297 mm) 100 pages</b> , Cost of Cover page (300 gsm imported art card, multicolour with matt lamination), Cover page designing (single page), Cover page knurling for textured finish (per copy), Cost of inside pages 130 gsm art paper (matt), Cost of DTP in English text supplied in MS Word (Minimum 3 proof corrections by sending proofs through e-mail or Internet or by sitting with DTP operator) and final colour correction and editing of tone and contrast of digital photos, minor corrections of typesetting, etc., Cost of DTP in Hindi including typesetting (up to 10 pages), Cost of printing including CTP, paper cost and printing, section stitching and perfect binding, supply of final printed Annual Reports by courier/ parcel along with soft copy in pdf to the institute. (All Costs including taxes, levies and cess at the time of quotation, subject to variation as per Govt. rules)	500
1.011	Cost of Additional inside pages, exceeding 100, including paper cost, DTP, CTP and multicolour printing for 4 pages	500
1.02	<b>AICRP (Palms) Annual Report – A4 (210 mm x 297 mm) 100 pages</b> , Cost of Cover page (300 gsm imported art card, multicolour with matt lamination), Cover page designing (single page), Cover page knurling for textured finish (per copy), Cost of inside pages 130 gsm art paper (matt), Cost of DTP in English text supplied in MS Word (Minimum 3 proof corrections by sending proofs through e-mail or Internet or by sitting with DTP operator) and final colour correction and editing of tone and contrast of digital photos, minor corrections of typesetting, etc., Cost of DTP in Hindi including typesetting (up to 4 pages), Cost of printing including CTP, paper cost and printing, section stitching and perfect binding, supply of final printed Annual Reports by courier/ parcel along with soft copy in pdf to the institute. (All Costs including taxes, levies and cess at the time of quotation, subject to variation as per Govt. rules)	200
1.021	Cost of Additional inside pages, exceeding 100, including paper cost, DTP, CTP and multicolour printing for 4 pages	200
1.03	<b>Technical bulletin (Book normal - ¼ Crown - 7 in x 9.5 in) 20 pages</b> , Cost of Cover page (220 gsm art card, multicolour with matt lamination) Cover page designing (single page) Cost of inside pages 130 gsm art paper (matt) Cost of DTP in English text supplied in MS Word (Minimum 3 proof corrections by sending proofs through e-mail or Internet or by sitting with DTP operator) and final colour correction and editing of tone and contrast of digital photos, minor corrections of typesetting, etc. Cost of printing including CTP, paper cost and printing, Cost of binding with centre pinning, Cost of supply of final printed publication by courier/ parcel along with soft copy in pdf to the institute (All costs including taxes, levies and cess at the time of quotation, subject to variation as per Govt. rules).	500
1.031	Cost of Additional inside pages, exceeding 20, including paper cost, DTP, CTP and multicolour printing for 4 pages	500

1.032	Cost of South Indian languages (Malayalam/ Kannada/ Tamil/ Telugu) typesetting and DTP per page. Please separately state your competency to do the typesetting in whichever languages.	1
1.04	<b>Newsletter English (Book large), ¼ Demy (8.5 in x 11 in) 8 pages.</b> Cost of Cover page (220 gsm art card, multicolour with matt lamination) Cost of inside pages 130 gsm art paper (matt) (quote only 4 page per copy), Cost of DTP in English text supplied in MS Word (Minimum 3 proof corrections by sending proofs through e-mail or Internet or by sitting with DTP operator) and final colour correction and editing of tone and contrast of digital photos, minor corrections of typesetting, etc. Cost of printing including CTP, paper cost and printing, section stitching and perfect binding, Cost of binding with centre pinning (per copy), Cost of supply of final printed publication by courier/ parcel along with soft copy in pdf to the institute (All costs including taxes, levies and cess at the time of quotation, subject to variation as per Govt. rules).	250
1.041	Cost of Additional inside pages, exceeding 8, including paper cost, DTP, CTP and multicolour printing for 4 pages	250
1.042	Cost of perfect binding for above 60 pages (per copy)	1
1.043	Cost of typesetting and DTP in Hindi	1
1.05	<b>Brochure–(Catalogue) (9 in x 9 in) (1/6 of Double Crown) 20 pages,</b> Cost of Cover page (300 gsm imported art card, multicolour with matt lamination), Cover page designing (single page), Coverpage knurling for textured finish, Cost of inside pages 130 gsm art paper (matt), Cost of DTP in English text supplied in MS Word minimum 3 proof corrections by sending proofs through e-mail or Internet or by sitting with DTP operator) and final colour correction and editing of tone and contrast of digital photos, minor corrections of typesetting, etc., Cost of printing including CTP, paper cost and printing, section stitching and perfect binding, Cost of binding with centre pinning (per copy), supply of final printed Annual Reports by courier/ parcel along with soft copy in pdf to the institute (All costs including taxes, levies and cess at the time of quotation, subject to variation as per Govt. rules).	500
1.051	Cost of Additional inside pages, exceeding 8, including paper cost, DTP, CTP and multicolour printing for 4 pages	500
1.052	Cost of perfect binding for above 60 pages (per copy)	1
1.06	<b>Pamphlet (large),</b> Type of publication : Pamphlet (large) - (½ Demy) (folded size 5 in x 11in) Cost of page designing including graphic designing and layout (DTP Charges) English text supplied in MS Word Minimum 3 proof corrections by sending proofs through e-mail or Internet or by sitting with DTP person, photo editing, tone/ colour corrections, Cost of Multicolour printing including CTP, Cost of Quality 170 gsm art paper, Cost of binding Creasing – 2 Fold (6 pages) and lamination on both sides, Supply of final printed material by courier and in soft copy in pdf to institute (All costs including taxes, levies and cess at the time of quotation, subject to variation as per Govt. rules).	500
1.061	If printing is more than 500 copies, extra rate for additional 100 copies	100
1.07	<b>Pamphlet (wide),</b> Type of publication : Pamphlet (wide) - (Legal) (folded size 4.5 in x 8 in), Cost of page designing including graphic designing and layout (DTP Charges) English text supplied in MS Word Minimum 3 proof corrections by sending proofs through e-mail or Internet or by sitting with DTP person, photo editing, tone/ colour corrections, Cost of Multicolour printing including CTP, Cost of Quality 170 gsm art paper, Cost of binding Creasing – 2 Fold (6 pages) and lamination on both sides, Supply of final printed material by courier and in soft copy in pdf to institute (All costs including taxes, levies and cess at the time of quotation, subject to variation as per Govt. rules).	500
1.071	If printing is more than 500 copies, extra rate for additional 100 copies	100
1.08	<b>Pamphlet (Normal Brochure),</b> Type of publication : Pamphlet (Normal Brochure) - (¼ Demy), (3.5 in x 8 in), Cost of page designing including graphic designing and layout (DTP Charges) English text supplied in MS Word Minimum 3 proof corrections by sending proofs through e-mail or Internet or by sitting with DTP person, photo editing, tone/ colour corrections, Cost of Multicolour printing including CTP, Cost of Quality 170 gsm art paper, Cost of binding Creasing – 2 Fold (6 pages) and lamination on both sides, Supply of final printed material by courier and in soft copy in pdf to institute (All costs including taxes, levies and cess at the time of quotation, subject to variation as per Govt. rules).	500
1.081	If printing is more than 500 copies, extra rate for additional 100 copies	100
1.082	Cost of South Indian languages (Malayalam/ Kannada/ Tamil/ Telugu) typesetting and DTP per page. Please separately state your competency to do the typesetting in whichever languages.	1
1.09	<b>Poster (Digital A3) (12.5 in x 18.5 in),</b> Cost of page designing per page including graphic designing and layout (DTP Charges), English text supplied in MS Word Minimum 3 proof corrections by sending proofs through e-mail or Internet or by sitting with DTP person, photo editing, tone/ colour corrections, Cost of Multicolour printing, Cost of 300 gsm digital A3 print paper, Cost of supply of final printed material by courier and in soft copy in pdf to institute (All costs including taxes, levies and cess at the time of quotation, subject to variation as per Govt. rules).	50

1.091	Extra cost per print	1
1.1	<b>Handout (Digital A4)</b> (12 in x 8 in), Cost of page designing per page including graphic designing and layout (DTP Charges) English text supplied in MS Word Minimum 3 proof corrections by sending proofs through e-mail or Internet or by sitting with DTP person, photo editing, tone/ colour corrections, Cost of Multicolour printing, Cost of 300 gsm digital print paper Cost of supply of final printed material by courier and in soft copy in pdf to institute (All costs including taxes, levies and cess at the time of quotation, subject to variation as per Govt. rules).	100
1.101	Extra cost per print (minimum 2 copies)	1
1.11	<b>Flyer - Digital – A5</b> (6 in x 8 in), Cost of page designing per page including graphic designing and layout (DTP Charges) English text supplied in MS Word Minimum 3 proof corrections by sending proofs through e-mail or Internet or by sitting with DTP person, photo editing, tone/ colour corrections, Cost of Multicolour printing, Cost of 300 gsm digital print paper, Cost of supply of final printed material by courier and in soft copy in pdf to institute, Cost of both side lamination per copy (All Costs including taxes, levies and cess at the time of quotation, subject to variation as per Govt. rules).	200
1.111	Extra cost per print (minimum 4 copies)	1
1.12	<b>Letterhead– bilingual (A4 - 210 mm x 297 mm)</b> , Suitable for laser printer and photocopiers Cost of page designing and layout (DTP Charges per page), Minimum 2 proof corrections by sending proofs through e-mail or Internet or by sitting with DTP person, Cost of printing - including CTP Multicolour(for 4 letterheads), Cost of paper- 80 gsm Executive Bond print paper (per form of 4 pages), Supply of final printed material in bundles of 50/ 100, delivery by courier, (All costs including taxes, levies and cess at the time of quotation, subject to variation as per Govt. rules).	500
1.121	Extra cost for 100 copies	100
1.122	Cost of optional spot UV lamination for cover page (per square inch per copy)	1

**The Quotations should confirm to the following conditions:**

1. The rates quoted should be valid for a minimum period of 90 days from the due date of receipt of e-tender.
2. Complete description, specification of the items (s) quoted should be given.
3. The time required for effecting the supply upon receipt of supply order should be 30 days.
4. **Competency to carryout DTP in whichever languages such as English, Hindi, Malayalam, Kannada, Tamil and Telugu may be enclosed along with the e- tender .**
5. Payment will be made only after satisfactory printing and supply of the item(s) at site. No advance payment/part payment is admissible as per rules.
6. E-tender received after the due date will not be entertained.
7. The printing materials ordered should be supplied in one lot. Part supply will not be accepted. The right to accept or reject the e-tenders rests with ICAR-CPCRI, Kasaragod.
8. **EARNEST MONEY DEPOSIT Rs. 5000/- (The Earnest Money Deposit must reach physically to the Asst. Administrative officer (Stores), ICAR- CPCRI, Kudlu PO , Kasaragod -671124) in the form of Demand Draft in favour of ICAR-Unit-CPCRI, Kasaragod so as to reach before due date.**
9. Interested parties may submit the e-tender in two bid system. i.e. Technical bid and Financial bid proposals. The technical and financial proposal must be submitted separately in the CPP Mode in e-procurement site using DSC **due on 13.06.2018** may be uploaded in the CPP Portal before **13.06.2018 at 3 pm**. The quotations will be opened at 03.30 PM on **14.06.2018 at 3.30 PM by the authorized officers having DSC.**

Yours faithfully,

Asst. Administrative Officer (Stores)

**TENDER SCHEDULE Tender No: F.No.28(1)2(AR)/2018-Stores**

<b>Name of the Institute</b>	<b>ICAR-Central Plantation Crops Research Institute, Kasaragod</b>
<b>Place of Work</b>	<b>ICAR-Central Plantation Crops Research Institute, Kasaragod</b>
<b>Date of Release of Tender</b>	<b>23.05. 2018</b>
<b>Last Date &amp; Time of Submission of bids</b>	<b>13<sup>th</sup> June 2018, 15:00 Hrs</b>
<b>Date &amp; Time of opening of bids</b>	<b>14<sup>th</sup> June 2018, 15:30 Hrs</b>
<b>Place of opening of bids</b>	<b>ICAR-Central Plantation Crops Research Institute, Kasaragod, Kerala</b>

**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](http://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>.

## 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 **Printing and supply of Institute Publications 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](mailto:director.cpcri@icar.gov.in), [directorcpcri@gmail.com](mailto:directorcpcri@gmail.com)
3. Double 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. Scan copy of Demand Draft towards **tender fee of Rs. 200/- (Rupees Two hundred only)** drawn in favour of ICAR- Unit CPCRI Kasaragod . **(The DD must be reached physically to the Asst. Administrative officer (Stores), ICAR- CPCRI, Kudlu PO , Kasaragod -671124)** on or before the Due Date & Time of the Tender)
- b. Scan copy of Demand draft towards **Earnest Money Deposit (Rs.5000/-) drawn** in favour of ICAR Unit CPCRI, Kasaragod. **(The Earnest Money Deposit must reach physically to the Asst. Administrative officer (Stores), ICAR- CPCRI, Kudlu PO , Kasaragod -671124)** before 10.30 AM on the due date of tender. The physical document EMD received after 10.30 AM will not be considered under any circumstances and **on or before the due date and time of the tender submission** and ensure the receipt with date and time stamp from concerned office.
- c. **Technical bid details (in PDF format)**

i	<b>Self Attested copy of valid License for Printing and supply of Institute Publications at ICAR-CPCRI, Kasaragod.</b>
ii	<b>Self Attested copy of Last three years continuous experience of the firm in the field of providing such supply in Central Govt. establishment Autonomous Body of GOI/Corporation of Govt./Reputed public or Pvt. Organization to be provided in the tabular form</b>
iii	<b>Self Attested copy of GST registration Certificate issued by Govt.</b>
iv	<b>Self Attested copy of copy of the latest Income Tax Return &amp; PAN card</b>
v	<b>Self Attested copy of Duly filled annexure IV &amp; V.</b>
vi	<b>GST number</b>
vii	<b>Self Attested copy of Minimum turnover of the firm not less than Rs. 10 lakh during the last financial year (2017-18) duly certified by the Chartered Accountant</b>
Viii	<b>Self attested Certified copy balance sheet of the firm for last year of the service contract signed by the Chartered Accountant</b>
ix	<b>Self attested Copy of EMD &amp; Tender Fee</b>
x	<b>Any other documents if necessary.</b>

- d. Duly filled Technical Bid with proper seal and signature of the authorized person (with name, designation, email ID & contact No.)
- e. 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.
- f. Other documents necessary in support of eligibility criteria, brochures etc.
- 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 **13<sup>th</sup> June 2018, 15:00 Hrs** at ICAR –Central Plantation Crops Research Institute, Kudlu. P.O., Kasaragod, Kerala, India, Tel No.: EPABX: 0091- 04994-232893-95 E mail: [director.cpcri@icar.gov.in](mailto:director.cpcri@icar.gov.in)/[directorcpcri@gmail.com](mailto:directorcpcri@gmail.com)
5. Technical bids will be opened - online on **14<sup>th</sup> June 2018, 15:30 Hrs at** ICAR – Central Plantation Crops Research Institute, Kudlu.P.O., Kasaragod, Kerala, India, Tel No.: EPABX: 0091- 04994-232893-95 E mail: [Director.cpcri@icar.gov.in](mailto:Director.cpcri@icar.gov.in)/[directorcpcri@gmail.com](mailto: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**

**(END OF 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 3 years.
- b. The bidders should submit the required documents / financial instruments as stipulated in para 3 of 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-II 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 returned on submission of Security Deposit. However if the return of EMD is delayed for any reason, no interest/ penalty shall be payable to the bidder.
- 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 XLS 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 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 License 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

**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.cpcrri.gov.in](http://www.cpcrri.gov.in) / [www.eprocure.gov.in](http://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