



भाकृअनुप-केन्द्रीय रोपण फसल अनुसंधान संस्थान  
कासरगोड - 671124, केरल, भारत  
**ICAR-Central Plantation Crops Research Institute**  
Kasaragod 671124, Kerala, India



Phone (Off): 04994 - 232333  
Fax: 04994 - 232322  
(EPABX) : 04994 - 232893-95  
04994 - 232090  
04994 - 232996

(An ISO 9001:2015 Certified Institution)

Email: director.cpcri@icar.gov.in  
directorcpcri@gmail.com  
Website: http://www.cpcri.gov.in

F.No. 35(1)RC (Lab.)/2018-Stores

Date 09.01.2020

**E-TENDER NOTICE**

ICAR-CPCRI Kasaragod, Kerala invites **ONLINE bids for the Laboratory Work (DNA/RNA SEQUENCING AND PROTEOME ANALYSIS OF ARECANUT) at CPCRI, Kasaragod.**

Prospective Bidders may download the Tender Document from [www.cpcri.gov.in/www.eprocure.gov.in](http://www.cpcri.gov.in/www.eprocure.gov.in). Bidders are advised to go through the 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 document; alongwith an **EMD of Rs. 80000/- (Rupees eighty thousand only)** may be remitted as per the Annexure-II, by Demand Draft in favour of ICAR Unit, CPCRI payable at Kasaragod. The last date for submission of online e- tender is on 30.01.2020.

**DIRECTOR**

**ANNEXURE-I**

**TENDER SCHEDULE**

**Tender No:**

F.No.29(1)RC (Lab.)/2018-Stores

<b>Name of the Institute</b>	<b>ICAR-Central Plantation Crops Research Institute, Kasaragod, Kerala State</b>
<b>Place of Work</b>	<b>ICAR-Central Plantation Crops Research Institute, Kasaragod, State</b>
<b>Date of Release of Tender</b>	<b>09/01/2020</b>
<b>Last Date &amp; Time of Submission of bids</b>	<b>30<sup>th</sup> January, 2020, 15:00 Hrs</b>
<b>Date &amp; Time of opening of bids</b>	<b>31<sup>st</sup> January, 2020, 15:30 Hrs</b>
<b>Place of opening of bids</b>	<b>ICAR-Central Plantation Crops Research Institute, Kasaragod, Kerala State</b>
<b>EMD</b>	<b>Rs. 80000/-</b>
<b>CPCRI , Kasaragod ,GST No.</b>	<b>32AAAGC0777K1ZK</b>
<b>Terms &amp; conditions</b>	<b>Annexure V</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 bit 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 **Laboratory Work (DNA/RNA SEQUENCING AND PROTEOME ANALYSIS OF ARECANUT) ICAR-CPCRI, Kasaragod, Kerala.**

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. 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/documents and rate : (PDF format only)

a. Scan copy of Demand draft towards **Earnest Money Deposit of Rs. 80000/- (Two eighty thousand only)** drawn in favour of ICAR Unit CPCRI, Kasaragod. (The original DD for Earnest Money Deposit of Rs 80000/- must reach physically at 10.30 AM on the due date of submission of tender to the Incharge (Stores) at CPCRI, Kasaragod, Kerala 671124.

c. Technical bid details (in PDF format)

i	Self attested copy of valid pan card .
ii	Self attested copy of GST registration certificate.
iii	Copy of DD as EMD.
iv	Self signed copy of Duly filled annexure VI and VII.
v	Complete technical details of the service.
vi	Self Attested copy of proof of experience for the last three years of the firm in the field of providing such service in Central Govt. establishment Autonomous Body of GOI/Corporation of Govt./Reputed or Pvt. Organization to be provided.
vii	Turnover certificate issued by the CA for last three years, company turnover should be of minimum Rs. 5 lakhs rupees.
viii.	Copy of the service performance certificate issued by different Central/State Govt. organization for such type of service rendered by the firm and their satisfactory report.
IX	Income tax certificate for the financial year 2018-19 issued by the appropriate authority.

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 **30<sup>th</sup> January, 2020, 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, **31<sup>th</sup> January 2020, 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 alongwith the documents at 'c' ( i to viii) above.. The Tender EMD 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 EMD 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**

**Tel. No. 04994-232893-895 & Extn. 379**

### **Annexure III: 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.Organization.
- 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-II must be reach physically at 10.30 AM on the DUE DATE of submission of the online bid.
- 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 refunded after getting the Performance Security.

- 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 Portal specified in the e-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 Portal/Media.

## **9 Late Bids**

ICAR-CPCRI shall not be responsible and liable for the delay in receiving the online bid and physical documents 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.

E-tenders are invited for Laboratory Work at CPCRI, Kasaragod and Technical details mentioned below:-

**NAME OF WORK: DNA / RNA SEQUENCING AND PROTEOME ANALYSIS OF ARECANUT**

**Technical details of lab work**

Phases	Specifications
Phase 1	RNA-Seq analysis from 10 tissues: 2x150 bp PE sequencing to generate 50-60 million million reads and data analysis for differential gene expression and functional annotation (Gene Ontology and Pathway) of differential expressed genes.
Phase 2	DNA-Seq: Short Reads Sequencing: Short read library 250 bp Illumina Nova Seq 6000/HiSeq X, 150 bpX2 paired end sequencing; Data: 175Gb
Phase 3	DNA-Seq: Mate pair sequencing using library 2-4 Kb insert size Illumina Sequencing 150bpX2; Data: 70Gb
Phase 4	DNA-Seq: Mate pair sequencing using library 5-7 Kb insert size Illumina Sequencing 150bpX2; Data: 70Gb
Phase 5	DNA-Seq: Mate pair sequencing using library 8-10 Kb insert size Illumina Sequencing 150bpX2; Data: 70Gb
Phase 6	10X Chromium Library Prep with Illumina Sequencing NovaSeq6000/ HiSeq X; Data: 175Gb
Phase 7	DNA-Seq: Oxford Nanopore Sequencing using PromethION with long reads, >15Kb Avg reads; Data: 105 Gb
Phase 8	DNA-Seq: PacBio Sequel II Long Reads platform, Avg reads>15Kb, Data: 35Gb
Phase 9	Proteome analysis of 10 tissues: Fractionation in solution digestion, 12 fractions for each tissue by bRPLC, each fraction to be run in technical triplicates on high resolution Orbitrap Mass Spectrometer
Phase 10	Data analysis: <ul style="list-style-type: none"> <li>• <i>De novo</i> hybrid assembly using minimum two assemblers and 3 K-mers best K-Mers. Hybrid assembly using a HPC/Cloud based platform</li> <li>• Annotation, gene prediction, phylogenetic analysis, synteny analysis, comparative genomics for phylogenomic and gene family, identification of genes involved in important biosynthetic pathways, sequence evolution of gene families</li> <li>• Integrative proteogenomics analysis and manual curation for true proteome leads to confirm accurate assembly and annotation of genome</li> <li>• Training to be provided to two Research Personnel on data analysis and briefing of analysis at the completion of each phase</li> </ul>

The quotation should conform to the following administrative terms & conditions:

1. The rates quoted should be valid for a minimum period of 90 days from the due date of receipt of quotation.
2. Complete details of the work to be carried out should be indicated in the tender.
3. The service report of the lab works should be made available as per the phase given in the tender.
4. Rate of GST 5% should be indicated against providing exemption certificate & essentiality certificate as per the Govt. notification no 47/2017-Integrated Tax (Rate) 14<sup>th</sup> November 2018.
5. The buyer shall have the right to levy liquidated damages at a percentage not exceeding 0.5% on contract value per week in respect of the results so delayed and delivered.
6. The report submitted should be of accurate and will be authenticated.
7. Payment will be made only after satisfactory receipt of the service report and data at our lab. No advance payment/part payment is admissible as per rules.
8. The result/report of the work has to be submitted as per the phase indicated in the tender.
9. Quotation received after the due date will not be entertained.
10. The right to accept or reject the quotation rests with the Director, CPCRI.
11. **The EARNEST MONEY DEPOSIT of Rs. 80,000/- (Rupees eighty thousand only)** must be provided by demand draft drawn in favour of “ICAR, Unit CPCRI, Kasaragod” payable at SBI, CPCRI Branch, Kasaragod. The copy of DD for EMD must be uploaded in the technical bids and the original DD for cost of tender documents and EMD must be physically reach at 10.30 AM on the due date of tender to the Incharge (Stores), CPCRI, Kasaragod.
12. GST reg. no. should be indicated in the quotation.
13. The successful tenderer shall have to furnish unconditional service performance security for an amount of **5%** of the order value. Performance security may be furnished in the form of demand draft/FD receipt drawn in favour of “ICAR Unit CPCRI, Kasaragod” payable at SBI, CPCRI Branch, Kasaragod or Bank Guarantee from any Nationalized bank in an acceptable form immediately after acceptance of the tender for placing the order. The performance security valid for a period of 60 days beyond the date of completion of all the contractual obligations should be furnished within 10 days of acceptance of tender. EMD will be refunded to the successful tenderer on receipt of performance security.
16. If the successful tenderer fails to execute the work within the stipulated period after placing the contract, the order will be cancelled and performance security deposit will be forfeited
17. Incomplete quotations shall summarily be rejected.

## Special Terms and Conditions:

1. All phases will be ordered to a single vendor, who can provide all the services.
2. For DNA/RNA/protein isolation, fresh plant tissue will be provided. Quality report to be shared with intender before proceeding to the next step.
3. Raw reads, Statistics, Raw data QC, Statistics of clean filtered reads of each phase to be shared.
4. Data delivery in 45days after each phase.
5. Both raw and filtered data to be provided in Hard Disks.
6. No intellectual property/knowledge/insight/information/ data generated during the course of rendering such services can be retained or shared with any third party by the service provider / vendor. Such IPR / knowledge remain the property of ICAR-CPCRI. Samples / data / reports shall remain the property of ICAR-CPCRI.
7. Service provider shall have to furnish the non-disclosure agreement with ICAR-CPCRI as regards to ensuring the secrecy of these samples / data / reports/ information.
8. Methodology, Deliverables, Time frames, Milestones must be clearly indicated in the Bid.
9. Service provider must have past experience of providing above-mentioned services. Proof of the same is required. The firm should be providing genomic service for last 3 years to reputed R&D Institutions in India in the Genomic Services. (attach at least 3 Institutes / University's work orders)
10. For last three years, company turnover should be of minimum Rs. 5 lakhs rupees.
11. Support to be provided for depositing the data generation in NCBI
12. The Technical Qualification will be based on service provider's experience and documentary proof as mentioned above to be submitted with technical bid.

## Terms & Conditions

1. Work will be undertaken phase wise and rates are to be quoted separately for individual phases. Per sample rate in respect of each of the service is required to be quoted separately. The rate contract will be for a period of one year but which may likely to be extended for further period at the discretion of the competent authority.
2. The rates and prices quoted shall be in Indian Rupees only.
3. You may kindly clearly indicate in your letter whether the rate quoted is inclusive or exclusive of GST. In case, GST is to be levied over and above the rate quoted by you, the rate at which GST is to be levied must be specified.
4. You should also clearly bring out the time that is needed for sequencing / analysis after the samples is made available to you.
5. An earnest money of **Rs. 80,000/- (Rupees Eighty Thousand only)** in the form of DD/pay order drawn in favour of Director, ICAR-CPCRI, payable at Kasaragod is required to be sent along with the quotations failing which the quotation will not be considered.
6. The EMD of the successful tenderer shall be retained as Security Deposit which shall be released after the completion of tenure of the Contract. In case the agency fails to comply with the terms & conditions of the work order, the security deposit shall be forfeited.
7. No separate charges shall be paid for submission of reports / data.
8. ICAR-CPCRI reserves the right to award the work and to increase or decrease the number of samples / items, whichever is applicable at its discretion.
9. ICAR-CPCRI will have full authority to reject any/all offer(s) without assigning any reason thereof.
10. The rates quoted in the tender shall remain valid for a period of **two years**. No tenderer can withdraw/or modify his tender or revoke the same within the said period. If a tenderer on his/her own withdraws or revokes the tender or revises or alters or modifies the tender for any item or condition within the period mentioned in the tender notice, his earnest money deposit shall stand forfeited. Notwithstanding foregoing, ICAR-CPCRI reserves the right to take other actions as deemed appropriate.
11. Payment for a Phase will be released after completion of work for that particular Phase to the satisfaction of the Indentor/Scientist and after deduction of tax at source as per Rules.

12. The notice inviting tender, will form part of the contract agreement to be executed by the successful tenderer with the ICAR-CPCRI.
13. The validity of the contract can be extended further subject to performance of the company & upon mutual consent from both sides.

Name & Signature of Tenderers/ (Purchase cum Stores Officer)

Company with Seal

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

1. The tender documents are available on our website <http://cpcri.gov.in/&www.eprocure.gov.in> and same can be downloaded.
2. Tender documents may be downloaded from ICAR-CPCRI's website <http://cpcri.gov.in/> and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in the tender document.
3. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderers/Contractors are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>'. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
5. The bidders are advised to visit CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.
6. Bids will be opened as per date/time as mentioned in the **Tender Document**. After online opening and evaluation of technical bids, the results of their qualification as well Price-Bid opening will be intimated later.

#### **Submission of Tender**

The tender shall be submitted online in two parts, viz., Technical bid and Financial bid. Submission of complete tender document duly stamped and signed by tenderer with technical bid is mandatory.

All the pages of bid being submitted must be sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Post/Fax/email shall not be considered. No correspondence will be entertained in this matter.

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). 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: <https://eprocure.gov.in/eprocure/app>

#### **REGISTRATION:**

- 1) 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.

2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

3) 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.

4) 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 / TCS / nCode / eMudhra etc.), with their profile.

5) 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.

6) Bidder then logs in to the site through the secured log-in by entering their userID / password and the password of the DSC / eToken.

#### **SEARCHING FOR TENDER DOCUMENTS:**

1) 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.

2) 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.

3) 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:**

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2) 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 documents that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) 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 100 dpi with black and white option.

4) 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" areas available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

#### **SUBMISSION OF BIDS:**

- 1) 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.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. 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.
- 4) The serve 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.
- 5) 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.
- 6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 8) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS:**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315. For any technical related queries please call the Helpdesk, Mobile Number -

+91 8826246593 Tel: The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002.

E-mail: support-eproc[at]nic[dot]in

Note: Bidders are requested to kindly mention the URL of the Portal and Tender Id in the subject while emailing any issue along with the Contact details.

## UNDERTAKING

(to be submitted in Agency/firm's letter pad)

I/We have read and understood ICAR-CPCRI's General Terms and Conditions contained in the application form. I/We do hereby declare that all the details provided in this application form are true to the best of my/our knowledge and belief and any mis-representation of facts will render me/us liable to any action as may be deemed fit by ICAR-NRC on Mithun.

I/We do hereby also accept ICAR-CPCRI has the right to accept or reject this application and not to issue invitation to tender me/us.

I/We undertake to communicate promptly to ICAR-CPCRI any change in the condition or working of the firm.

It is certified that we have not been blacklisted by any organization of Government of India including Central Vigilance Commission (CVC) in the last three years.

The undersigned is fully authorized, he/she represent. I/We authorized ICAR to approach individuals, employees, firms and corporations to verify our competence and general reputation.

Signature.....

Name:.....

Designation:.....

Address:.....

Place:.....

Date:.....



**TENDER ACCEPTANCE LETTER**

(To be given on Company Letter Head)

Date:

To,

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

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: -

\_\_\_\_\_

Dear Sir,

1. I/ We have downloaded / obtained the tender document(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), schedule(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 will also be 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.

6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

**ANNEXURE VI**

**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 :

pages to be numbered wherever needed by the Tenderer

AUTHORISED SIGNATORY Please add supplementary

**ANNEXURE- VII**  
**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](http://www.cpcri.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