



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)



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



E-mail :director.cpceri@icar.gov.in
directorepceri@gmail.com
chowdappa.p@icar.gov.in
Website : http://www.cpceri.gov.in

F.No.29 (Sub-Dic)Bioinfor.Proj/Lib/2012-Stores

Date: 08.02.2019

E- TENDER NOTICE

ICAR-CPCRI Kasaragod invites ONLINE bids for the Purchase of Computer, Printer & Communication Equipments etc. at ICAR-CPCRI Kasaragod.

Prospective Bidders may download the Tender Document from www.cpceri.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 EMD as per Annexure-III may be remitted by Demand Draft in favour of ICAR Unit, CPCRI payable at Kasaragod.

The tender Document contains the following:

Annexure I	Instructions for Online Bid Submission
Annexure II	Schedule of requirements
Annexure III	Requirement of items and EMD.
Annexure IV	Questionnaire
Annexure V	Application form
Annexure VI	Terms and conditions
Annexure VII	Instruction to Bidders/Tenderers

CRITICAL DATE SHEET

Tender No	F.No.29 (Sub-Dic)Bioinfor.Proj/Lib/2012-Stores
Place of Supply	ICAR-Central Plantation Crops Research Institute, Kasaragod.
Cost of tender	Nil
Date of Release of Tender	08.02.2019
Bid submission Start date & Time	08 th Feb 2019, 17:00 Hrs
Last Date & Time of Submission of bids	22 st Feb 2019, 15:00 Hrs
Date & Time of opening of bids	23 rd Feb 2019, 15:30 Hrs
Address for Communication	In-Charge(Stores), ICAR- CPCRI, CPCRI Kasaragod, Kudlu (PO), Kasaragod-671124
Place of opening of bids	ICAR- Central Plantation Crops Research Institute, Kasaragod, Kerala

In- Charge (Stores)

Annexure I

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 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>.

Upload of Scanned copy of Demand draft towards **Earnest Money Deposit as per Annexure - III drawn in favour of ICAR Unit CPCRI, Kasaragod. (The original DD for Earnest Money Deposit must reach physically to the Incharge (Stores), ICAR- CPCRI, Kudlu PO , Kasaragod -671124)** before 10.30 AM on the due date of tender. The original EMD received after 10.30 AM on the due date of tender will not be considered under any circumstances. Hence the original EMD enclosed in a sealed cover showing the tender ID and tender reference on the top of the cover must reach to CPCRI and handed over to the Incharge (Stores) and get acknowledgement.

Annexure-II

SCHEDULE OF REQUIREMENTS

Scanned copy of documents /papers, EMD to be submitted online with Technical Bids (In the absence of these, tender cannot be considered). A copy of the same documents must be sent to this office.

Technical bid details (in PDF format)

i	Self Attested copy of GST registration Certificate
ii	Self Attested copy of the latest Income Tax Return and copy of PAN card.
iii	Annual turnover of the firm/company during the last one years (attested by CA)
iv	Self attested copy of proof of experience of the firm in the field of supply of such type of items minimum for a period of one year.
v	Self attested Copy of EMD as per Annexure - III
vi	Self attested copy of valid license for supply of Computer & Communication Equipments etc.
vii	Signed copy of annexure iv and V.

In Charge (Stores)

Sl.No.	Item Description	Qty	EMD TO GIVEN (Rs.)
1	Desk top PC ,Intel Core i5 3.0GHz,7th generation Processor , 2 TB Harddisk,2Gb Graphic card, 16 Gb DDR 4 RAM , Window 10Pro, Monitor size 32", 1 year onsite warranty , 2 KV UPS	2 Nos.	3,200.00
2	Desk top PC , Intel Core i3 3.0GHz, 7th generation Processor , 8Gb DDR 4 RAM ,1 TB HDD 1 year onsite warranty , 2 KV UPS	6 Nos.	4,400.00
3	Printer, A4 Wired Network colour LED/ Laser Printer, Colour LED (Single Cycle), Up to 18 ppm Mono Print Speed : Up to 18 ppm colour, Hi-speed USB2.0 10Base-T/100Base-TX Ethernet, 1 Year warranty and two set toner	1 No.	750.00
4	Key Board (Wired Multimedia USB Keyboard) and mouse (Wired USB Optical Mouse)	10 Nos.	250.00
5	Wi-Fi access point (Wireless Dual Band Router,867 Mb per second)	2 Nos.	150.00

N.B: Single Demand Draft can be given for the quoted item/items

QUESTIONNAIRE

BIDDERS SHOULD FURNISH SPECIFIC ANSWERS TO ALL THE QUESTIONS GIVEN BELOW IN CASE A QUESTION DOES NOT APPLY TO A BIDDER THE SAME SHOULD BE ANSWERED WITH THE REMARK "NOT APPLICABLE" BIDDERS MAY PLEASE NOTE THAT IF THE ANSWERS SO FURNISHED ARE NOT CLEAR AND/OR ARE EVASIVE, THE BID WILL BE LIABLE TO BE IGNORED

1. Bid No. Date for bid opening on

2. OFFER IS OPEN FOR ACCEPTANCE 120 DAYS. (Yes/No)

3. Brand of goods offered

4. Name & address of manufacturer:

5. Station of Manufacturer

6. What is your permanent Income Tax A/C No. :

7. Confirm whether you have attached your latest/current IFCC or certified photocopy thereof.

8. Status:

a) Are you currently registered with Central/State GST Department. If so, indicate the date up to which your registration certificate is valid and whether there is any monetary limit on your registration

b) Are you a small scale unit currently registered with the National Small Industries Corporation (NSIC) under Single Point Registration Scheme for the item(S) quoted? If so, indicate the date up to which you are registered and whether there is any monetary limit on your registration.

c) Do you have valid License if so, indicate the date up to which it is valid/ renewed with monetary limit, if any. Also enclose certified copy of registration certificate.

Please attach certified copy (copies) of the relevant registration certificate(s) in confirmation to your above answer(s)

9. Please indicate:

Name & full address of your Banker(s):

i)Account No.

ii)Name of Bank

iii)Name of Address of Bank

iv)IFS Code

10. State whether business dealings with you have been currently banned by any Ministry/Deptt. Or Central Govt. or any State Govt.

11. Whether the billing and supply will be done by the firm directly or by authorized dealer. Please reply and mention all the details including name, mobile number, E-mail of the same. The authorized dealer may be different on the basis location of station.

APPLICATION FORM FOR ENTERING INTO SUPPLY OF COMPUTERS & COMMUNICATION EQUIPMENTS, ETC. AT ICAR-CPCRI KASARAGOD

1. Name & full address of the applicant: _____

2. Items /materials for which rate contract desired/ applied for
 a) **DESKTOP PC** _____
 b) **PRINTER** _____
 c) **KEYBOARD & MOUSE** _____
 d) **Wi-Fi Access Point** _____
3. **If the Firm is** under supply with Other Govt. Deptt./Research Institute. Give details Along with certified copies of rate contract and service providing issued by Institutes/Depts. _____

4. Annual Turnover of the firm/company During Rs _____ Lacs.
 financial year 2017-*18 (enclose documents in support of claim)
5. Annual business volume with CPCRI, Kasaragod & _____ Lacs.
 its Regional Stations (if R/C exist) during 2017-18
6. Annual business volume with other ICAR _____
 Institute for the year 2017-18.(upload documents support of claim)
7. Whether the firm is registered under company Act 1956. If yes, enclose certified copies: In case firm is registered with other Govt. Deptt./ Agency, the same may be stated with documentary evidence. _____

8. (a) Certified copies of Central/state GST registration No., with date of validity _____
 (b) GST Reg. No _____
 (c) Latest copy of Sales Tax Return (Please enclose copies of relevant papers) _____

9. (a) Income Tax PAN No.(in the name of _____
firm/company & not individual) ⁸
- (b) Latest copy of return filed with Income _____
Tax Department:
10. Whether latest printed original price list by Manufactures _____
is enclosed:
11. State whether you have been currently _____
banned/blacklisted by any
- (a) Ministry/Deptt. Of Central Govt. or any _____
- (b) State Govt. If so, give details _____
12. Name & Address of authorized/valid dealers for HQ. & campuses, if any
- ICAR-CPCRI Kasaragod _____

13. Discount along with certificate of not giving _____
higher discount to any other Deptt. in India _____
14. Any other information vital for entering into _____
supply. _____

UNDERTAKING

I/we hereby undertake that the information provided in the offer of supply are true and correct to the best of our knowledge and belief. In case any information is found incorrect and /or false at a later stage, purchaser can terminate the rate contract and also take legal action, if any, against our firm as per rules of the Institute.

Dated:

Signature

Name of Company/Firm with complete address

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 quotations.
2. Complete description, specification of the item(s) quoted should be given.
3. Should indicate time required for effecting the supply upon receipt of supply order.
4. Should indicate the rate of GST if charged extra.
5. That the freight, insurance charges, if any, will be borne by the supplier. Similarly shortage, pilferage in transit will be sole responsibility of the supplier and the same will be intimated to the supplier on receipt of goods by the purchaser for resupply. The defective supply will have to be replaced by the supplier within 7 days without additional freight/transport charges.
6. That the delivery/supply will be made on F.O.R basis to this Institute
7. That the supply of material will have to be completed before 25.03.2019. The liquidated damage charges @0.5% per week shall be imposed if supply made after expiry of delivery period subject to maximum 10% of the total value of goods/contract value.
8. That the payment of the bill will be made preferably within 30 days on receipt of the goods in satisfactory condition and on receipt of the bill.
9. Guarantee offered for the item(s) should be indicated from the date of satisfactory installation of the item.
10. Payment will be made only after satisfactory receipt and installation of the Item(s) at the Institute. No advance payment/part payment is admissible as per rules.
11. The item(s) ordered should be supplied in one lot. Part supply will not be accepted. The right to accept or reject the quotation rests with the Director, CPCRI.
12. TRANSIT INSURANCE: The purchaser will not pay separately for transit insurance and the supplier will be responsible until the entire contracted stores for arrival in good condition at destination.
13. **EARNEST MONEY DEPOSIT as per Annexure-III** must be deposited by demand draft drawn in favour of “ICAR Unit CPCRI, Kasaragod “payable at SBI,CPCRI Branch, Kasaragod along with the quotation.
14. EMD which will be released immediately after receiving performance security.
15. The successful tenderer shall have to furnish unconditional performance Security Deposit for an amount of 5% on the total cost of the order may be furnished in the form of Demand Draft/FD receipt drawn in favour of “ICAR Unit CPCRI, Kasaragod” payable at SBI Branch, Kasaragod or Bank Guarantee from a commercial bank in an acceptable form immediately after acceptance of a tender for placing the order. The Security Deposit valid for a period for 60 days beyond the date of completion of all the contractual obligations including warranty obligations should be furnished before placing the order. Bid security will be refunded to the successful tenderer on receipt of Performance Security Deposit.
16. Performance Security Deposit will be released after 14 months from the date of installation and completing of the contractual obligations.
17. If the successful tenderer fails to execute the order within the stipulated period after placing the order, the order will be cancelled and Performance security deposit will be forfeited
18. Interested parties may submit the e-tender in two bid system. i.e. Technical bid and Financial bid. The technical and financial bids must be submitted separately in the CPP Mode in e-procurement site using DSC **due on 22nd Feb 2019** may be uploaded in the CPP Portal before **22nd Feb 2019 at 3 PM**. The quotations will be opened at 03.30 PM on **23rd Feb 2019 at 3.30 PM by the authorized officers having DSC.**

I/We hereby accepted & follow all the above terms & conditions.

Signature
Complete address of the firm

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, and Kerala, India

2. 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**

3. Eligibility Criteria:

- a. The bidder should have executed similar type of orders with other Central / State /PSU /Govt. Societies for a minimum of one year.
- b. The bidders should submit the required documents /financial instructions as stipulated in para3 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.

4. Amendment to Bidding Documents

4.1 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.

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

4.3 ICAR-CPCRI, 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.

5. Earnest Money Deposit (EMD)

• **The original Earnest Money Deposit (EMD) as per Annexure-III must be submitted to the office physically before 10.30 AM on DUE DATE and copy of the same should be uploaded on line. 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.

6. 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.

7. Deadline for Submission of Bids – Online Only.

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

7.2 ICAR-CPCRI may extend this deadline for submission of bids by amending the bid documents and the same shall be suitably notified in the Institute web site: **www.cpcri.gov.in**.

8. Late Bids

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

9. Bid Opening & Evaluation of Bids

9.1 The technical bids will be evaluated in two steps.

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

9.2 The bidders whose technical bid is found to meet both the requirements as specified above will qualify for opening of the financial bid and will be informed about the date and time of the opening of the financial bid.

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

10. Comparison of Financial Bids

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

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

11. Award of Supply order

11.1 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.

11.2 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 0.5% per 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.

Signatures of Tenderer