



भाकृअनुप - भारतीय जल प्रबंधन संस्थान
ICAR - INDIAN INSTITUTE OF WATER
MANAGEMENT



रेल विहार के सामने, चन्द्रशेखरपुर, भुवनेश्वर -751023, ओड़ीशा
Opp. Rail Vihar, Chandrasekharpur, Bhubaneswar-751023. Odisha

STANDARD ONLINE (E-PROCUREMENT MODE) BIDDING DOCUMENTS FOR
PROCUREMENT OF CHEMICALS/GLASSWARE/PLASTICWARE ON RATE CONTRACT BASIS

NOTICE INVITING ONLINE TENDER

File No.2-109/Store/ARC/2018/

Dated:12.12.2018

The ICAR-Indian Institute of Water Management (ICAR-IIWM), Bhubaneswar is a public funded Research Organization under the Indian Council of Agricultural Research, Department of Agricultural Research and Education, Ministry of Agriculture and Farmers Welfare, Government of India. The Director, ICAR-IIWM, Bhubaneswar, India, invites e-tenders through the website [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) under two bid systems from eligible and qualified bidders for supply of Chemicals/Glasswares/Plastic wares etc. under Annual Rate Contract basis.

CRITICAL DATE SHEET

Tender No.	No. <u>ICAR-IIWM/29/2018</u>
Date and Time for Issue/Publishing	05.50 P.M. on 13/12/2018
Document Download/Sale Start Date and Time	06.10 P.M. on 13/12/2018
Bid Submission Start Date and Time	06.30 P.M. on 13/12/2018
Pre bid meeting	11.00 A.M. on 19/12/2018
Bid Submission End Date and Time	03.00 P.M. on 17/01/2019
Date and Time for Opening of Technical Bids	03.00 P.M. on 18/01/2019
Address for Communication	Administrative Officer, ICAR-Indian Institute of Water Management, SE Rly. Project Complex, Chandrasekharpur, Bhubaneswar-751023 (Odisha). Email: ao.iiwm@icar.gov.in

Sd/-

(S.K.Singh)
Administrative Officer

TENDER SCHEDULE

Sl. No.	Item Specification	Name of the Principal Firm	Name of the Authorized dealer	Brand/Make
1	Chemicals			
2	Glass wares			
3	Plastic wares			

IMPORTANT NOTES:-

1. Tender Documents can be downloaded from the ICAR-IIWM website www.iwmm.res.in or from the Central Public Procurement Portal [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app). Bidders should enrol/register in the e-procurement module of Central Public Procurement Portal through the website: [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) for participating in the bidding process. Bidders should also possess a valid Digital Signature Certificate (DSC) for online submission of bids.
2. **Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.**
3. ICAR-IIWM reserves the right to accept/reject any or all the tenders in part/full without assigning any reason thereof.
4. **EMD should be submitted as per Terms & Conditions.**
5. ICAR-IIWM will not be held responsible for any delay in enrolment / registration as bidder or submitting /uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) and enrol their Digital Signature Certificate and upload their quotation well in advance.
6. Any change/corrigendum/extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit Central Public Procurement Portal [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app). and our website www.iwmm.res.in for updates.

Place: Bhubaneswar
Date: 12.12.2018

Administrative Officer
For Director, ICAR-IIWM

INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. For Online Bid Submission 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/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. More information useful for submitting the online bids on the CPP Portal is available /obtained at [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app). Manual/offline bids shall not be accepted under any circumstances.

For Registration

1. Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link "Click here to Enrol". Enrolment on the CPP Portal is free of charge.
2. **While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tenderer stipulate any condition of his own, such conditional tender is liable to be rejected.**
3. The item should be delivered at ICAR-IIWM, Bhubaneswar as per terms & conditions and the supplier shall be responsible for any damage during the transit of goods.
4. **All the tender documents & price bid to be uploaded as per this tender are to be digitally signed by the bidder.**
5. All the communications with respect to the tender shall be addressed to: **The Director, ICAR-IIWM, Bhubaneswar-751023.**

The firms are also required to upload copies of the following documents for technical consideration:-

DOCUMENTS TO BE UPLOADED IN COVER-I (In pdf format only)

(A) TECHNICAL BID

1. Scanned copy of firm registration under Shop & Establishment Act./Company's Act./Partnership Act. etc. as applicable.
2. Scanned copy of PAN Card.
3. Scanned copy of GST Registration Certificate.
4. Scanned copy of Bank Account Details duly filled in **Annexure-III**.
5. Tender Acceptance letter **Annexure-IV**.
6. Price fall Clause notice certificate (**Annexure-V**).
7. Scanned copy of Earnest Money Deposit (EMD) / its exemption, if any. If the firm is seeking exemption, they should upload the concerned certificate of exemption issued from the competent authority.
8. Scanned copy of Income Tax Return (ITR) for the last three assessment years i.e. for the assessment year 2016-17, 2017-18 and 2018-19.
9. Manufacturer's Authorization certificate to the local distributor/stockists (**Annexure-VI**). **Original copy of the authorisation letter to be uploaded.**
10. **Details of Make/Brand, authorized dealership if any of Chemicals/Glassware/Plastic ware as per Annexure-I.**

11. Scanned copy of the **Affidavit** to the effect that the firm has not been blacklisted by any Govt. Office/Institute/ICAR for any reason. The Affidavit so provided should not be more than 6 months old otherwise the tender will be rejected to be given as per **(Annexure-II)**.

Note: The above documents must be uploaded in the given sequence only, with no unnecessary documents.

(B) FINANCIAL BID / BOQ

- (a) Financial Bid as BoQ_XXXX.xls to be filled online & submitted. Please note that the file name should not be changed.

Chemicals, Glassware & Plastic ware:

1	<div style="display: flex; justify-content: space-between; align-items: center;"> Validate Print Help BoQ </div>					
4	Tender Inviting Authority: The Director, ICAR-Indian Institute of Water Management, SE Rly. Project Complex, Chandrasekharpur, Bhubaneswar-751023 (Odisha).					
5	Name of Work: Annual Rate Contract for supply of Chemicals/Glasswares/Plastic wares etc.					
6	Contract No: No.2-109/Store/ARC/2018/					
8	Name of the Bidder/ Bidding Firm / Company :					
9	PRICE SCHEDULE (DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY) (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)					
10	NUMBER #	TEXT #	TEXT #	NUMBER #	TEXT	NUMBER #
11	Sl. No.	Item Description	Item Code / Make	Maximum percentage of Discount offered by bidder on the printed price (%)	Brand name may be mentioned in this column	Percentage of Discount offered by bidder on the printed price (%)
12	1	2	3	7	12	14
13	1	Laboratory Items :				
14	1.01	Chemicals for research laboratory	item1			0.00
15	1.02	Glasswares for research laboratory	item2			0.00
16	1.03	Plasticwares for research laboratory	item3			0.00
17	Total in Figures				Basic Rate Entry Please enter Basic Rate in Rupees for this item.	0.00
19	Quoted Rate in Words				INR Zero Only	

- Note :**
- (i) **GST** rate on each category (i.e. Chemical, Glassware & Plastic ware etc. as prevailing Govt. norms), if applicable will be paid.
 - (ii) % on the price quoted in the valid prevailing price list. Discount offered should be maximum but should not be less than given to any other ICAR Institute/Autonomous/Central or State Dept./Govt. Organization/Universities.
 - (iii) In case, two or more firms quote the same highest discount rate, all such firms will be empanelled for ARC and the supply order will be given to empanelled firms on rotational basis.

TERMS AND CONDITIONS

1. The interested tenderer may **submit online bids for the above contract** along with all requisite documents and scanned copies of EMD in favour of **“ICAR Unit IIWM” payable at Bhubaneswar.**
2. **The Bidder(s) may note that ONLINE BIDS will ONLY be accepted, no other mode of submission of bid is acceptable. All the requisite supporting documents as mentioned in the bid document should and must be uploaded On-line at <http://eprocure.gov.in/eprocure/app>. The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted/ processed, in any case.**
3. **The Rate contract will be made with manufacturer only, however, the local dealers/stockiest may submit online bids with authorization from the manufacturer.**
4. **The ARC will be valid for One year from the date of signing Agreement.** The Director, ICAR-IIWM reserves the right to reduce or terminate the period of contract or to extend its duration upto maximum three years in the interest of the organization in mutual consent.
5. The **manufacturer** having valid Registration/Dealership & PAN/CST/IT/Service Clearance Certificate (**the photo copies of the certificates/documents as the case may be**) **have to mandatorily upload as proof** in the E-tender.
6. The bidders may submit duly filled and completed bidding document ONLINE as per instruction contained in the bidding documents. Incomplete bid shall be rejected. The conditions of tender shall be governed by the details contained in complete bid document.
7. The Director ICAR-IIWM will not be responsible for any delay in enrolment or submission of the offer/ up-loading the offer on e-tender portal for any reason whatsoever. Hence vendors are advised to register in e-tendering website <https://eprocure.gov.in> & enrol their Digital Signature Certificate (Class - II or above) and upload their quotations well in advance to avoid last minute problems.
8. The firm irrespective of registration of status has to submit EMD. The units registered with National Small Industries Corporation (NSIC) or the concerned Ministry or Department shall be exempted from the payment of Bid Security (Earnest Money Deposit) as defined under **General Financial Rules, 2017**. In such case, copy of the certificate showing registration with the above mentioned institutions to be uploaded in Cover-I of the e-tender in PDF format.
9. Discount once offered will be final and no further negotiation/alteration will be made thereafter. However, price fall clause will be applicable throughout the contract period.
10. The rate should be quoted as per the BOQ uploaded on the CPP Portal. However, taxes if any will be considered as per prevailing Govt. norms. The bidders are advised to download this BOQ_XXX.xls as it is and quote their offers/rate of discount in the permitted column and upload the same in the Financial Bid. The Bidder shall not temper/modify downloaded price bid template in any manner. In case, if the same is found to be tampered/modified in any manner, tender of the concerned will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with ICAR-IIWM.
11. In case, the institute observed holiday declared by the Govt. of India, non-working day due to strike / bandh etc., the next working day will be counted for receiving of the tender fee , EMD and opening of the bids.
12. The initial period of Contract would be for one year. The Director, ICAR-IIWM reserves the right to reduce or terminate the period of contract or to extend its duration upto maximum three years in the interest of the organization on mutual consent.
13. The required materials will be supplied to this Institute at ICAR-IIWM, Opp. Rail Vihar, Chandrasekharpur, Bhubaneswar-751023, Odisha as per the supply order.
14. The tenderers will have to indicate the brand of the product for which they are submitting their rate contract offer.

15. The Institute will prefer to enter into rate contract with manufacturers who can supply the materials directly to ICAR-IIWM, Bhubaneswar, Odisha as per terms and conditions. They may specify the names and address of their authorized dealers / distributors of the locality of this Institute Head Quarter, ICAR UNIT IIWM, Bhubaneswar.
16. The offer must be based on **free delivery** at ICAR-IIWM, Bhubaneswar, otherwise your offer will not be considered.
17. No delivery or any other charges will be allowed over and above expect your quoted price and tax components as Govt. of India norms.
18. The tenderer must agree for immediate free replacement in case of any damage or discrepancy found with regard to quality/quantity of the material supplied by them under this rate contract.
19. The firms who have custom bonded warehouse, they must submit supply the items without custom charges. The Institute will provide DSIR certificate for exemption of custom & excise duties.
20. **The rate contract can be terminated without any notice in case the performance of the tenderer is found consistently unsatisfactory or due to the serious lapses on the part of the tenderer. Where lapses are of serious nature, in addition to termination of contract the Performance Security will be forfeited.**
21. The firm must also possess valid PAN No., TIN No. & or Goods and Service Tax Registration Number and a copy of the same must be uploaded in the Cover-1 of the E-tender.
22. Bid Validity: **90 days.**
23. The Director, ICAR-IIWM reserves the right to accept / reject any/ all tenders in part/ full/terminate contract without assigning any reason thereof.
24. Our Institute is registered with DSIR and we are exempted from Excise Duty & Custom Duty. Hence, CDEC/DSIR will be provided to the firm, if demanded. Offer should be made accordingly.
25. The detailed instruction for online submissions of bid(s) through e-procurement module of Central Public Procurement of NIC, the bidder(s) may visit following link: <http://eprocure.gov.in/eprocure/app?page=HelpForContractors & service=page>.
26. **Bid Security (EMD):** The units registered with Central Purchase Organization (DGS&D), National Small Industries Corporation (NSIC) or the concerned Ministry or Department shall be exempted from the payment of Bid Security (Earnest Money Deposit) as defined under Rule 170 of General Financial Rules (GFR), 2017. In such case, copy of the certificate showing registration with the above mentioned institutions to be uploaded in Cover-I of the e-tender in PDF format.
27. The Firm has to deposit Bid Security (EMD) of **₹20,000/- (Rupees Twenty thousand only)** in the shape of Demand Draft only drawn in any Nationalized Bank in favour of **“ICAR UNIT-IIWM” payable at Bhubaneswar** and the same should be reached in this Office on or before the date and time of opening of technical bid. The same should be sent through Speed Post / Regd. Post / Courier or by hand to the OIC, Store, ICAR-IIWM, Bhubaneswar-751023 in a sealed envelope duly super scribed **“EMD for supply of Chemicals/Glassware/Plasticware”**. This has to be submitted to this office duly filling the Name of the Tenderer and Tender reference number behind the EMD Demand Draft. The scanned copy of Earnest Money Deposit by way of Demand Draft in PDF form should be included in Cover-I of the E-tender. The offers without bid security will be rejected. The EMD will be returned to the unsuccessful bidders after the orders are placed with the successful bidder. If any firm seeking exemption for submitting EMD, they should upload the certificate from the competent authority.
28. The EMD of the successful bidder will be converted to Performance Security. No interest will be paid on the EMD and Performance Security.
29. The Successful bidder availing exemption for submitting EMD have to submit Performance Security of ₹ 50,000.00 **(Rupees fifty thousand only)** in shape of Demand Draft drawn in any Nationalized Bank in favour of **“ICAR UNIT-IIWM” payable at Bhubaneswar** within 15 days (Fifteen days from the date of receipt of contract order) failing which, the Order will stand cancelled and the EMD deposited along with quotation will be forfeited.

30. Any bid security will not be linked to any pending amount in this organization.
31. The EMD of the unsuccessful bidders will be returned without interest at the earliest after expiry of the final bid validity and latest on or before 30th day after the award of the contract.
32. The Performance Security will remain valid for a period of 60 (sixty) days beyond the date of completion of contract period (validity of agreement) including all contractual obligation of the supplier including warranty obligation, which will be returned/refunded without interest upon receipt of the written request from the Firm.
33. The EMD will be forfeited if the bidder fails to accept the order based on his/her offer/bid or fails to supply the items.
34. In respect of perishable stores, the damaged / rejected one should be replaced by the supplier, free of cost at the ultimate destination.
35. **Delivery:** As per purchase order's term & conditions within the stipulated period.
36. **Payment: 100% of** the contract price on receipt of items by the consignee supported by satisfactory and submission of Performance Security.
37. **Dispute resolution:** Decision of Director of the Institute shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, ICAR – IIWM, Bhubaneswar. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. The Arbitration & Constitution Act, 1996, shall govern arbitration proceedings. The seat of Arbitration will be Bhubaneswar and language will be English. Laws of India will be applicable.
38. The offer should be made keeping in view of supply the material as per specification, delivery at F.O.R ICAR-IIWM, Bhubaneswar inclusive of all costs, GST , transportation charges, charges for loading & unloading the materials, etc.
39. The Director ICAR-IIWM reserves the right to cancel the contract without assigning any reason thereof.

Annexure -I

**Mandate forms duly filling detail Brand/Make of the chemicals/glassware/plastic ware,
Name of the Pr. Firm and Name of the Authorized dealer if any.**

Sl. No.	Item Specification	Name of the Principal Firm	Name of the Authorized dealer if any	Brand/Make
1	Chemicals for research laboratory			
2	Glass wares for research laboratory			
3	Plastic wares for research laboratory			

If required, additional row may be added.

Date:

Name of the Authorized Signatory

Place:

Stamp & Signature

(Affidavit to be submitted on Non-Judicial Stamp Paper)

CERTIFICATE ABOUT NON-BLACK LISTING

We _____ on this date _____
do hereby certify that our company / firm has not been blacklisted by any Government
Department / Government Educational Institutions / Research Institute(s) during the last three
years.

Authorized signatory of Bidder with Seal

Name _____

Designation _____

Place _____

Date _____

(On the letter head of the Firm)

MANDATE FORM FOR BANKING DETAILS

Name of the Firm:

Registered /Postal Address:

1	Permanent Account Number (PAN) No.	
2	Scanned copy of GST registration certificate	
3	Bank details:	
	a	Bank Name
	b	Branch Address
	c	Account No.
	d	Type of Account (Current/Savings)
	e	MICR No
	f	RTGS/NEFT Code (IFSC)

Date:

Name of the Authorized Signatory

Place:

Stamp & Signature

TENDER ACCEPTANCE LETTER
(To be given on Company letter head)

Date:

To,

The Director,
ICAR-IIWM,
Bhubaneswar-751023.

Sub: Acceptance of terms and Conditions of tender.

Tender Reference No: **ICAR-IIWM/29/2018**

Name of the tender/work: - **Annual Rate Contract for supply of Chemicals/Glasswares/Plastic wares etc.**

Dear Dir,

1. I/we have downloaded the tender documents for the above-mentioned Tender/work from the website (s) namely: **Annual Rate Contract for supply of Chemicals/Glasswares/Plastic wares etc.** 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.1 to17 (including all documents like annexure(s), schedules(s), etc.,) which form part of the contract agreement and I/we shall abide hereby the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization too have also been 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 and correct and in the event the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason thereof 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.
7. I/We, M/S _____ hereby certify that notwithstanding any contrary indication/conditions elsewhere in our offer documents, I/We have neither set any terms and conditions nor there is any deviation taken from the conditions of ICAR-IIWM tender specification, either technical or commercial, and I/We agree to all the terms and conditions mentioned in ICAR-IIWM's tender specification with associated amendments & clarification.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

PRICE FALL CLAUSE NOTICE CERTIFICATE

(To be given on Company letter head)

1. This is to certify that we have offered the maximum possible discount to you in our Quotation No. _____ dated _____
2. The Prices charges for the stores supplied under ARC should under no event be higher than lowest prices at which the party sells the items of identical description to any other Govt. Organization/PSU's/Autonomous bodies/ Pvt Organizations during the period of contract failing which the "FALL CLAUSE" will be applicable.
3. In case, if the price charged by our firm is more, the ICAR – IIWM, Bhubaneswar will have the right to recover the excess charged amount from the subsequent/unpaid bill of the supplier.
4. It is also "Certified that the Discount offered is the Maximum that we have offered to any other Central or State Govt. Department, Laboratories or State Govt. Departments, Laboratories or Institutions and the price list furnished with the Rate Contract proposal is applicable throughout India.

Signature with seal of the Bidder

Date:

Place:

Note: This letter of authority should be on the **letterhead of the quoting firm** and should be signed by a person competent and having the power of attorney to bind the same.

FORMAT FOR MANUFACTURER'S AUTHORISATION

Date:

To,
The Director,
ICAR-Indian Institute of Water Management,
Bhubaneswar – 751 023 (Odisha)

Reference: Annual Rate Contract for Supply of Chemicals, Glassware, Plasticware, etc.

Subject: Manufacturer's Authorization Letter

Dear Sir,

Ref. Your NIT No _____ dated _____
We, _____ who are proven and reputable manufacturers of _____ (name and description of the Items / category offered in the Quotation) having factories at _____, hereby authorize Messrs. _____ (name and address of the agent) to submit a Quotation, process the same further and enter into a Rate Contract with you against your requirement as contained in the above referred Quotation Form for the above items manufactured by us.

We further confirm that no supplier or firm or individual other than Messrs. _____ (name and address of the above agent) is authorized to submit a tender, process the same further and enter into a Rate Contract with you against your requirement as contained in the above referred Quotation Form for the above items manufactured by us.

We also hereby confirm that we would be responsible for the satisfactory execution of supply contract placed on the authorized agent.

We also confirm that the price quoted by our agent shall not exceed than that which we would have quoted directly.

Yours faithfully,

[Signature with date, name and designation]
For and on behalf of Messrs. _____

[Name & address of the manufacturers]

Note:-

1. This letter of authorization should be on the letterhead of the manufacturing firm and should be signed by a person competent and having the power of attorney to legally bind the manufacturer.

Instructions for Online Bid Submission

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: <http://eprocure.gov.in/eprocure/app>.

REGISTRATION:

1. Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enrol" 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 DSC's to others, which may lead to misuse.
6. Bidder then logs in to the site through the secured login by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENT

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 document 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” 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

1. Bidder should login to 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. The Bidder has to select the payment option as “Offline” to pay the tender fee/ EMD as applicable and enter details of the instrument.
4. The Bidder should prepare the EMD as per instructions specified in the tender document. The Original should be posted / couriered/ given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. 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 bid in the format provided and no other format is acceptable. The 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 the name of the bidder) No other details should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BOQ file found to be modified by the bidder, the bid will be rejected.
6. 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.
7. 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 bid sis maintained using the secured Socket Layer128 bit encryption technology. Data storage encryption of sensitive fields is done.
8. The uploaded tender documents must become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids)i.e. after Clicking “Freeze Bid Submission: in the portal), 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.
10. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

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 or the relevant contact person indicated in the tender.
2. 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 1204200462.

General Instructions to the Bidders

1. The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in pdf format.
2. Possession of a 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 website <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".
3. Tenderer are advised to follow the instructions provided in the "Instructions to the Tenderer" for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <http://eprocure.gov.in/eprocure/app>.

KIND ATTENTION: FOR TAKING ASSISTANCE, IF ANY
CPP Portal website: www.eprocure.gov.in

Administrative Officer
For and on behalf of the Director,
ICAR – IIWM, Bhubaneswar.