

फ़ैक्स/Fax: (0674)-2301651

टेलीफ़ोन/Tel: (0674)-2300060(निदेशक /Director)

EPABX: 2300010/2300016/2300481/2301815

ई-मेल/E-mail: director.iwmm@icar.gov.in

वेब/Web: www.iwmm.res.in



भाकृअनुप-भारतीय जल प्रबंधन संस्थान
ICAR-INDIAN INSTITUTE OF WATER MANAGEMENT
(भारतीय कृषि अनुसंधान परिषद /Indian Council of Agricultural Research)
रेल विहार के सामने, चन्द्रशेखरपुर, भुवनेश्वर -751023, ओड़ीशा
Opp. Rail Vihar, Chandrasekharpur, Bhubaneswar-751023. Odisha



File No. 2-92/Store/NASF/2018/

Dated: 25.08.2018

NOTICE INVITING TENDER THROUGH E-PROCUREMENT

Online Bids are invited from the interested firms under **two-bid system** for purchase of Equipments/Instruments. Manual bids shall not be entertained.

Tender documents may be downloaded from e-Procurement website of CPP Portal <https://eprocure.gov.in/eprocure/app> and also from ICAR-Indian Institute of Water Management website www.iwmm.res.in and submitted through online at CPPP as per the schedule as given in **CRITICAL DATE SHEET** as under:

CRITICAL DATE SHEET

Tender No.	No. ICAR-IIWM/ /2018
Date and Time for Issue/Publishing	04.00 P.M on 25/08/2018
Document Download/Sale Start Date and Time	04.30 P.M on 25/08/2018
Bid Submission Start Date and Time	05.00 P.M on 25/08/2018
Pre bid meeting Date and Time	11.00 A.M on 05/09/2018
Clarification Start Date and Time	04.30 P.M on 25/08/2018
Clarification End Date and Time	02.00 P.M on 15/09/2018
Bid Submission & EMD Submission End Date and Time	03.00 P.M on 15/09/2018
Date and Time for Opening of Technical Bids	03.30 P.M on 17/09/2018
Address for Communication	Administrative Officer, ICAR-IIWM, SE Rly. Project Complex, Chandrasekharpur, Bhubaneswar-751023 (Odisha). Email: ao.iwmm@icar.gov.in

Sd/-

(S.K.Singh)
Administrative Officer

IMPORTANTNOTES:-

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 enroll/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. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. This Institute reserves the right to accept or reject any or all the tenders.
4. The interested Firms are required to deposit (in original) Earnest Money Deposit (EMD) of **₹200000.00(Rupees two lakhs)** only in the form of Demand Draft/Bank Guaranty from any of the scheduled Bank in favour of **ICAR Unit IIWM payable at Bhubaneswar** may be addressed to the **Administrative Officer, ICAR-Indian Institute of Water Management, SE Rly. Project Complex, Chandrasekharpur, Bhubaneswar-751023 (Odisha)** on or before bid opening date and time as mentioned in the Critical Date Sheet. The DD must reach the undersigned before the date and time of opening of technical proposal otherwise the tender will not be considered.
5. ICAR-IIWM will not be responsible for any delay in enrollment / 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 enroll 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 our website for updates.
7. ICAR-IIWM reserves the right to accept/reject any or all the tenders in part/full without assigning any reason thereof.

Place: Bhubaneswar
Date: 25.08.2018

(S.K.Singh)
Administrative Officer
For and on behalf of the Director

फ़ेक्स/Fax: (0674)-2301651

टेलीफ़ोन/Tel: (0674)-2300060(निदेशक /Director)

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ई-मेल/E-mail: director.iiwm@icar.gov.in

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भाकृअनुप-भारतीय जल प्रबंधन संस्थान
ICAR-INDIAN INSTITUTE OF WATER MANAGEMENT
(भारतीय कृषि अनुसंधान परिषद /Indian Council of Agricultural Research)
रेल विहार के सामने, चन्द्रशेखरपुर, भुवनेश्वर -751023, ओड़ीशा
Opp. Rail Vihar, Chandrasekharpur, Bhubaneswar-751023. Odisha



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

2. Bidders are required to enroll 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 Enroll". Enrolment on the CPP Portal is free of charge.
3. Foreign Bidders have to refer "**DSC details for foreign Bidders**" for Digital signature Certificates requirements which comes under Download Tab at <http://eprocure.gov.in/eprocure/app?page=Standard Bidding Documents &service=page> and the remaining part is same as above and below.
4. The intending Tenderer, in case of Authorized Distributor/ Authorized Dealer shall possess valid authorized Distributorship /Dealership license from Original Equipment Manufacturers. The tenderer shall enclose the copy of the same as PDF file in Cover-I of e-tender while submitting the tender.
5. The equipment shall be in compliance with the specifications mentioned in Annexure –IV of the tender and shall be of the latest technology, best quality and high standards.
6. Any optional accessories/ tooling, besides the standard equipment recommended for the better performance of the equipment, if offered, be provided with their full technical details including their use and advantage in a separate sheet with the tender documents.
7. No extra payment shall be paid on account of any discrepancy in nomenclature of items.
8. **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 tender estipulate any condition of his own, such conditional tender is liable to be rejected.**
9. Director, ICAR-IIWM, reserves the right to reject any tender/bid wholly or partly without assigning any reason.
10. The Purchase Advisory Committee (PAC) constituted by the Director, ICAR-IIWM shall have the right to verify the particulars furnished by the bidder independently.
11. Tenderer shall take into account all costs including installation, commissioning, cartage etc. forgiving delivery of material at site i.e. ICAR-IIWM, Bhubaneswar be for quoting the rates. In this regard, no claim for any extra payment for any reason shall be entertained.

12. The item should be delivered at ICAR-IIWM, Bhubaneswar (As per the details given in Annexure-IV) and the supplier shall be responsible for any damage during the transit of goods.
13. **All the tender documents & price bid to be uploaded as per this tender are to be digitally signed by the bidder.**
14. All the communications with respect to the tender shall be addressed to: **The Director, ICAR-IIWM, Opp. Rail Vihar, Chandrasekharpur, Bhubaneswar-751023.**

The Firms are also required to upload copies of the following documents:-

1) TECHNICAL BID

- a) Scanned copy of firm registration certificate, PAN Card and GST Registration Certificate.
- b) Scanned Copy of work orders (minimum one order) where the tenderer has supplied such equipment in the last three years.
- c) Scanned copy of Income Tax Return (ITR) for the last three years i.e. for Assessment Year 2015-16, 2016-17 & 2017-18.
- d) Scanned copy of certified balance sheet/certificate from chartered Account of the firm for last three years i.e. for Assessment Year 2015-16, 2016-17 & 2017-18 showing annual turnover of Rs.1.00 Crore or more.
- e) Scanned copy of Earnest Money Deposit (EMD) / its exemption, if any. If the firm is seeking exemption, they have to upload the concerned certificate of exemption issued from the competent authority.
- f) Scanned copy of Make and Model of all the equipments (for which bidders wants to offer the bid), sub systems and additional items should be mentioned in the technical bid and complete technical details should be provided in the form of brochures and write-ups.
- g) Warranty of the equipments (each equipment for which bidders wants to offer the bid) may also be mentioned and to this effect documentary evidence like brochures or an undertaking mentioning the name of equipment and warranty period for that equipment must be uploaded.
- h) Scanned Copy of Annexure – II and Tender Acceptance Letter Annexure-III (on firm's letterhead).
- i) Check list in compliance to specification to be uploaded (Annexure-I) duly filling Col.No.4.
- k. Scanned copy of the Affidavit to the effect that the firm has not been black-listed 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.
- l. Scanned copy of ISO Certificate in the relevant field. (Optional)

2) FINANCIAL BID

- a) Price Bid as BoQ.xls
- b) **The bidder are advised to quote price for equipment in INR, which should be inclusive of all taxes.**

**Sd-
Administrative Officer
For and on behalf of the Director**

TERMS AND CONDITIONS

1. **The Bidder(s) may note that ONLINE BIDS will ONLY be accepted. 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.**
2. 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.
3. The rates should be quoted as per the BOQ uploaded on the CPP Portal. The bidders are advised to download this BOQ.xls as it is, and quote their offer/rates in the permitted column and upload the same in the Financial Bid. The Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with ICAR-IIWM.
4. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time. The ICAR-IIWM, Bhubaneswar reserves the right to accept or reject any or all the tenders.
5. The firm must also possess valid PAN No., GST registration Number and a copy of the same must be uploaded in the Cover-1 of the E-tender.
6. Bid Validity: 90 days.
7. Our Institute is registered with DSIR and are exempted from Excise Duty & Custom Duty. Hence, CDEC/DSIR will be provided to the firm, if demanded. Rates should be quoted accordingly.
8. 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
9. **Bid Security (EMD):** An amount of **₹200000.00 (Rupees two lakhs)** only must be attached as bid security (EMD) in the form of Demand Draft drawn on any nationalized bank in favour of “ICAR-Unit-IIWM” payable at Bhubaneswar. 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.
10. In case the unit is not covered as above, should submit the offer along with the **Bid Security (EMD) for the amount in the form of Demand Draft only**, in favour of “ICAR-UNIT-IIWM” drawn on any nationalized bank and payable at Bhubaneswar **as mentioned against each equipment/Instrument**.
11. EMD have to be submitted to this office on or before **16.09.2018 (03.00 PM)**. Name of the Tenderer and Tender reference number has to be furnished 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.
12. The EMD will be returned to the unsuccessful bidders.
13. 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.
14. **The successful tenderer, irrespective of its registration status, in the event of receiving award for supply of said equipments shall have to deposit performance security at the rate of 10% (ten percent) of the contract value within 07 days of receipt of confirmed Purchase Order.**

15. **Delivery:** **One month from the receipt of order for supply of the said equipment.**
16. **Payment:** 100% of the contract price on receipt of goods by the consignee supported by satisfactory installation/working report.
17. Installation: Within one month from the date of receipt of equipment in the Institute falling which Liquidated damage clause shall apply.

Liquidated Damage Clause: It would be realized @0.5% (half percent) of the base price (excluding taxes) of the delayed goods for each week of delay subject to maximum 10%.

18. **PRICES:-**

- I) Bidders need to quote the price of the equipments in INR on FOR basis to ICAR-IIWM, Bhubaneswar.
 - II) The FOR price is inclusive of all taxes, incidental charges i.e. freight, forwarding and insurance etc.
19. This Institute is registered with DSIR and are exempted from Excise Duty & Custom Duty. Hence, CDEC/DSIR will be provided to the firm, if demanded. Rates should be quoted accordingly.

(S.K.Singh)
Administrative Officer

Annexure-I

फ़ैक्स/Fax: (0674)-2301651

टेलीफ़ोन/Tel: (0674)-2300060(निदेशक /Director)

EPABX: 2300010/2300016/2300481/2301815

ई-मेल/E-mail: director.iwm@icar.gov.in

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भाकृअनुप-भारतीय जल प्रबंधन संस्थान
ICAR-INDIAN INSTITUTE OF WATER MANAGEMENT
(भारतीय कृषि अनुसंधान परिषद /Indian Council of Agricultural Research)
रेल विहार के सामने, चन्द्रशेखरपुर, भुवनेश्वर -751023, ओड़ीशा
Opp. Rail Vihar, Chandrasekharpur, Bhubaneswar-751023. Odisha



Name of the Firm :

Tender Reference No :

Name of the Tender/work :

Check List

Sl. No.	Details	Submitted (Yes/No)	If submitted, mention page no. of pdf file	Remarks
1	2	3	4	5
1	Scanned copy of Firms registration.			
2	Scanned copy of Income Tax Return (ITR) for the last three years i.e. for Assessment Year 2015-16, 2016-17 & 2017-18.			
3	Scanned copy of certified balance sheet/certificate from chartered Account of the firm for last three years i.e. for Assessment Year 2015-16, 2016-17 & 2017-18 showing annual turnover of Rs.10 lakhs or more.			
4	Scanned Copy of work orders (minimum one order) where the tenderer has supplied such equipment in the last three years.			
5	Scanned copy of PAN Card			
6	Scanned copy of ISO Certificate in the relevant field. (Optional)			
7	Scanned copy of GST registration certificate			
8	Scanned copy of Earnest Money Deposit (EMD) /its exemption, if any			
9	Scanned Copy of Annexure – II and Tender Acceptance Letter Annexure-III (on firm's letterhead).			
9	Scanned copy of Make and Model of all systems, sub systems and additional items should be mentioned in the technical bid and complete technical details should be provided in the form of brochures and write-ups.			
10	Warranty of the equipments (each equipment for which bidders wants to offer the bid) may also be mentioned and to this effect documentary evidence like brochures or an undertaking mentioning the name of equipment and warranty period for that equipment must be uploaded.			
11	Scanned copy of the Affidavit to the effect that the firm has not been black-listed 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.			

**Signature of the Bidder,
with Official Seal**

Annexure-II

(On the letterhead of the Firm)

MANDATE FORM FOR BANKING DETAILS

Name of the Firm :

Registered /Postal Address :

1.	Permanent Account Number (PAN) No.	
2.	Service Tax Registration No., if applicable	
3.	Bank details:	
	Bank Name	
	Branch Address	
	Account No.	
	Type of Account (Current/Savings)	
	MICR No	
	RTGS/NEFT Code	

Place:

Name of the Authorized Signatory

Date:

Stamp & Signature

(On the letterhead of the Firm)

TENDER ACCEPTANCE LETTER

Date:

To,

The Director,
ICAR-IIWM,
Chandrasekharpur,
Bhubaneswar-751023.

Sub: Acceptance of terms and Conditions of tender.

Tender Reference No:

Name of the tender/work:- _____

Dear Dir,

1. I/we have downloaded the tender documents for the above-mentioned Tender/work from the website (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), 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.

Yours faithfully,

**Signature of the Bidder,
with Official Seal**

SPECIFICATIONS OF THE ITEMS.

Item No.	Name of the items with Specifications	Quantity/ Unit
01	<p data-bbox="297 352 1287 422">Inductively Coupled Optical Emission Spectrometer (ICPOES)</p> <p data-bbox="297 464 545 499">Specifications:</p> <ol data-bbox="297 499 1287 1892" style="list-style-type: none"> <li data-bbox="297 499 1287 604">1. The dual monochromator or polychromator based simultaneous ICP-OES instrument should be a fully PC controlled reading ICP using solid-state detector technology. <li data-bbox="297 615 1287 678">2. Detector: Charge Coupled (CCD) detector. Less time for instrument stabilization and less or no gas consumption for detector cooling will be preferred. <li data-bbox="297 699 1287 877">3. The Radio frequency (RF) power may be variable from 1000 - 1500 W or better complying Federal Communications Commission (FCC) certification or equivalent. Power output shall be from 1350 to 1500 Watts for both Radial, Axial and dual view analysis. System should be capable of doing Radial, Axial and dual view mode analysis in single run for analysis of all the elements in a sample simultaneously from percentage to ppb level. <li data-bbox="297 898 1287 982">4. The spectrometer must cover the spectral range of 165 – 750 nm or better having resolution of < 0.009 nm at 200 nm with suitable purging facility while measuring below 190 nm. <li data-bbox="297 1003 1287 1066">5. Plasma ignition and switch off shall be totally automatic and PC controlled. Plasma shall be turned off through PC control. <li data-bbox="297 1087 1287 1150">6. Vertical torch design shall be for analysis of most difficult, high-matrix samples without dilution. <li data-bbox="297 1171 1287 1213">7. The instrument must have dual viewing of the computer-controlled plasma. <li data-bbox="297 1234 1287 1297">8. Technology used by the manufacturer to cut the plasma tail should supply all the consumables required for at least five years of operation. <li data-bbox="297 1318 1287 1381">9. All Safety interlocks for water flow, Argon pressure, gas flow, Plasma door, Plasma stability, etc., should be built-in. <li data-bbox="297 1402 1287 1465">10. The system must consist of integrated four channels or better, computer controlled variable speed peristaltic pump. <li data-bbox="297 1486 1287 1549">11. There should be three independent gas flow control for Plasma, Auxiliary, and Nebulizer using system software. <li data-bbox="297 1570 1287 1612">12. The Nebulizer argon gas flow must be controlled using a mass-flow controller. <li data-bbox="297 1633 1287 1696">13. Manufacturer having least total gas consumption (Argon and Nitrogen) for ICP-OES instrument will be preferred. <li data-bbox="297 1717 1287 1780">14. System should be supplied with computer controlled continuous and enhanced flow type Hydride/vapour generation system in complete. <li data-bbox="297 1801 1287 1892">15. Chiller/re-circulator should not be mounted to the instrument chassis and should be from the original equipment manufacturer (OEM). Technology using coolant will be preferred. 	1 No.

	<p>16. The instrument must include at least 02 types of sample introduction kits for aqueous sample, including HF, High TDS, and particulate & organic sample. The instrument should be capable of analyzing elements in water, wastewater, soil, plant, organics, oils and pharmaceutical samples.</p>	
	<p>17. Two sets of certified standards of Ag, Al, As, Ba, Ca, Cd, Co, Cr, Cs, Cu, Fe, Hg, Mg, Mn, Mo, Na, Ni, Pb, Se, Zn, of 125 ml of 1000 ppm should be provided.</p>	
	<p>18. System software: The instrument system software shall be based on the Windows operating system. The software shall provide full control of all instrument functions including plasma ignition, gas flows, viewing position, and monitoring of safety interlocks. Software should also have comprehensive wavelength library of all the elements in the periodic table falling in the wavelength range of 165 – 750 nm with indication of preferred line for each element. It should feature automatic identification of possible spectral interferences when selecting wavelengths for analysis and should have search mode for identification of unknown wavelengths. Software should have data export capability, online up gradation and help at any point in the software. The software shall be multi-tasking and multi-user and shall have the capability to report, analytical results, spectra and perform other functions.</p>	
	<p>19. Installation and utilities-The complete site preparation, mounting and installation has to be carried out by supplier. Therefore, Vendor should quote appropriate fume hood in complete including exhaust fan suitable for the ICP system. Vendor should quote four numbers of UHP grade argon filled gas cylinders with double stage gas pressure regulator, two numbers of Nitrogen filled gas cylinders with double stage gas pressure regulator as required for ICP system. Latest PC (Dell/HP/Lenovo) with latest Windows operating system and coloured LaserJet Printer, compatible with ICP interfacing & software system should be quoted. A 10 KVA online UPS with at least 30 minutes' backup should also be quoted.</p>	
	<p>20. Consumables –Five torches, Tubing and O ring (5 pairs each) to be supplied.</p>	
	<p>21. Full instrument onsite warranty of two years, which also covers the supply of spare parts and option of further warranty/AMC/CMC.</p>	
	<p>22. The supplier should commit to meet the supply of spare parts for at least ten years of satisfactory operation and necessary declaration in this regard should be provided.</p>	
	<p>23. Instrument training for two users should be provided to the operation and satisfaction level at the time of installation.</p>	

Financial Bid in BOQ Format

1	<div style="display: flex; justify-content: space-between; align-items: center;"> Validate Print Help Vise BoQ </div>								
4	Tender Inviting Authority: The Director, ICAR - Indian Institute of Water Management, Opp.Rail Vihar, Chandrasekharpur, Bhubaneswar - 751023, Odisha								
5	Name of Work: Purchase of Instrument/Equipment								
6	Contract No: 2-92/Store/NASF/2018								
8	<table border="1" style="width: 100%; height: 40px;"> <tr> <td style="width: 15%;">Name of the Bidder/ Bidding Firm / Company :</td> <td></td> </tr> </table>							Name of the Bidder/ Bidding Firm / Company :	
Name of the Bidder/ Bidding Firm / Company :									
9	<p>PRICE SCHEDULE (DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY)</p> <p style="color: red;">(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)</p>								
10	NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #		
11	Sl. No.	Item Description	Quantity	Units	RATE In Figures To be entered for the equipment by the Bidder on F.O.R. to ICAR-IWM, Bhubaneswar including all Taxes, freight chrages, installation etc., in Rs.	TOTAL AMOUNT WITH ALL TAXES ETC. in Rs.	TOTAL AMOUNT In Words		
13	1	Scientific Equipments :							
14	2	Inductively Coupled Optical Emission Spectrometer (ICPOES)	1.00	Nos		0.00	INR Zero Only		
15	Total in Figures					0.00	INR Zero Only		
17	Quoted Rate in Words			INR Zero Only					
18									

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 enroll 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 Enroll” 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 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 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 again and again. 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 is 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**

**(S.K.Singh)
Administrative Officer**