

भाकृअनुप – भारतीय कृषि अनुसंधान संस्थान, क्षेत्रीय स्टेशन, करनाल

**ICAR-Indian Agricultural Research Institute,  
Regional Station  
Aggarsain Marg, Opp Hotel Jewels, Karnal 132 001 (Haryana)**

F.No. RSK/2020-21/

Dated:- 24<sup>th</sup> June, 2020

**E-TENDERS NOTICE INVITING  
(NATIONAL COMPETITIVE BIDDING)  
ICAR-INDIAN AGRICULTURAL RESEARCH INSTITUTE  
REGIONAL STATION, KARNAL - 132 001**

Online bids are invited on single stage two bid system for supply of Tebuconazole.

Tender documents may be downloaded from ICAR-IARI Regional Station, Karnal web website <http://eprocure.gov.in> and [www.iari.res.in](http://www.iari.res.in). (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.

**CRITICAL DATE SHEET**

Published Date	24 June, 2020 (04:30PM)
Bid Document Download / Sale Start Date	24 June, 2020 (04:30PM)
Bid Submission Start Date	24 June, 2020 (04:30PM)
Bid Submission End Date	16 July, 2020 (10:00AM)
Bid Opening Date	17 July, 2020 (10:30AM)
Place of opening of Technical bid	IARI, Regional Station, Karnal

HEAD

**INSTRUCTIONS FOR ONLINE BID SUBMISSION**

1. The Tender form/bidder documents may be downloaded from the <https://eprocure.gov.in/eprocure/app>. **Online submission of Bids through Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>)** is mandatory. Manual/Offline bids shall not be accepted under any circumstances.
2. Tenderers/bidders are requested to visit the website <https://eprocure.gov.in/eprocure/app> regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
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. The Head, IARI, Regional, Karnal reserves the right to accept or reject any or all the tenders.
4. The interested Firms are required to deposit (in original) an Earnest Money Deposit (EMD) of **Rs. 10,000/- (Rs. Ten thousand Only)** in shape of Demand Draft/FDR from any of the Commercial Bank in favour of **Head ICAR-IARI, Regional Station, payable at Karnal -132001, Haryana** on or before **bid opening date and time as mentioned in the Critical Date Sheet**.
5. Bidders need not to come at the time of Technical as well as Financial bid opening at IARI, RS, Karnal. They can view live bid opening after login on **CPPP e-procurement portal** at their remote end. If bidder wants to join bid opening at IARI, Regional Station, Karnal then they have to come with bid acknowledge slip that is generated after successfully submission of online bid.
6. The firms are also required to upload copies of the following documents:-
  - **Technical Bid**
    - a) Scanned copy of Earnest Money Deposit (EMD)/its exemption, if any.
    - b) Scanned copy of Firm's registration, PAN Card, VAT No./GST no. Tender acceptance letter.
    - c) Scanned copy of Manufacturers authorization certificate issued by Principal Manufacturer duly verified by the Indian Agent or Manufacturing certificate.
    - d) Scanned copy of Income Tax Statement for the last three years.

- e) Duly signed Scanned copy of all annexures.
  - f) Scanned copy of all authentic documents regarding firm's turnover during last three years.
  - g) Scanned copy of User List/Supply Orders with contact details.
  - h) Scanned Catalogue of the **Tebuconazole** may be also be provided for comparison.
  - i) Fulfillment of other Special Technical Condition of Tender Scanned Copy.
  - j) An undertaking to the effect that the dealings of firm never blacklisted or dealings stopped or temporary ban by any Govt. Organisation/Institutions/Department. In case, if it is found incorrect or guilty at any stage, the Tender is liable to be terminated immediately & further dealings stopped with the firm.
  - k) Check list:- Annexure VII Technical Bid Specification.
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- **Financial Bid:-**
    - a) Price Bid as BOQ XXX.xls

HEAD

Terms & Conditions

1. The tenderer shall quote rates, which will include the delivery & other incidental charges.
2. The rates should be quoted as per the BOQ uploaded on the CPP Portal (reference may be obtained from Annexure-III). Taxes, if any, should be indicated separately. It must be noted that the contract shall be awarded to the firm which fulfills all the desired specification required terms and conditions and remains L-I for any particular consumable research items.
3. The firm must also possess valid PAN No. & GST registration number and a copy of the same must also be enclosed with the tender document.
4. Copy of previous three years of Income Tax Statement may be furnished.
5. The Documents of firm's business turnover during the last three years may be enclosed, exemption if any.
6. Modification in the tender documents after the closing date is not permissible.
7. The successful firm shall have to supply the **Tebuconazole** within **30 days** from the date of confirmed supply order and if the service is not supplied in time then EMD shall be forfeited. The rates quoted shall be valid for **90 days** from the date of opening of tender.
8. The contractor/bidder or his representative may contact the undersigned at **Tel. No. 0184-2267169** for any further clarification. No variation in terms of quality of the items shall be entertained or else EMD/Security deposit shall be forfeited.
9. The HEAD, IARI, Regional Station, Karnal shall have the right to reject all or any of the offers, accept more than one offer, and assign part of the job.
10. Merely quoting of lowest rates does not mean that order shall be given to that firm. The competent authority will finally decide on the basis of technical evaluation followed by financial evaluation.
11. The Bidders are required to send Earnest Money Deposit (EMD) (in original) of the amount mentioned against the item in the form of Demand Draft/FDR of the Commercial Bank in favour of **HEAD, ICAR-IARI, Regional Station, Karnal** on or before **bid submission closing date and time 16.07.2020 in sealed envelope**. Only Technically qualified Bids will be recommended for opening of Financial Bids. Demand draft drawn in favour of any officer other than **'ICAR -IARI, Regional Station, payable at Karnal'** will not be accepted and the tender will be outrightly rejected. The earnest money will be refunded only after the finalization of the procurement and no interest will be paid on earnest money.
12. Rates once finalized will not be enhanced/reduced during the currency of the contract.
13. In case, the successful bidder shows inability at any stage, after the contract is finalized and awarded, for whatsoever reason(s), to honour the contract, the earnest money /performance security deposited would be forfeited.
14. Head, IARI, Regional Station, Karnal reserves the right to cancel the contract at any time during the currency period of the contract without giving any reason.

15. If the Tebuconazole are not found to be satisfactory as per approved samples, the EMD is liable to be forfeited. No interest will be paid on EMD.
16. If any dispute(s) arises between IARI, Regional Station, Karnal and the firm with reference to the contract, IARI, RS will decide it and its decision will be binding on the firms.
17. Bid Validity: **90 days**
18. 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. Rate should be quoted accordingly.

Liquidated Damage clause: It would be realized @ **0.5% (half per cent)** of the base price (excluding taxes) of the delayed services for each week of delay subject to **maximum 10%**.

19. **You are also required to fulfill the following conditions and furnish the details as indicated in subsequent paragraphs.**
  - a) At the time of awarding the contract/order, the buyer reserves the right to increase or decrease the quantity of goods, without any change in the unit price or other terms & conditions.
  - b) Please indicate if you are currently registered with any Govt. organization and if registered, furnish all relevant details.
  - c) Please state whether business dealings with you presently stand banned by any Government organization and if so, furnish relevant details.
  - d) Tender should be submitted in two bid system i.e. Technical Bid and Financial Bid. Price bid will be opened of those firms who will be technically qualified.
  - e) TIN/PAN/Income Tax-latest Return to be attached.
  - f) A supplier shall not submit more than one quotation for the same set of goods.
  - g) The supplier shall at all times indemnify the buyer, at no cost to the buyer, against all third party claims of infringement of patent, trademark or industrial design rights arising from the use of the goods or any part thereof, with respect to the goods quoted by the supplier in its offer.
  - h) The quotation (s) as well as the contract shall be written in Hindi/English language.
  - i) The contract shall be governed by the laws of India and interpreted in accordance with such laws.

### **Annexure-III**

- 1. Tebuconazole 2% DS (500 gm/1 Kg Packaging)--- 300 Kg**
- 2. Tebuconazole 5.36 FS (500 ml/1 Litre packaging)--- 10 Litre**

## Annexure-IV

(To be furnished on company letter head)

Name of the Firm \_\_\_\_\_

Registered/Postal Address \_\_\_\_\_

1.	Permanent Account Number (PAN)	
2.	GST, Registration No., if applicable	
3.	Bank Details	
4.	Bank Name	
5.	Branch Address	
6.	Account Number	
7.	Type of account (current/saving)	
8.	MICR No.	
9.	RTGS/NEFT code	

Name of the Authorized Signatory

Stamp & Signature

Date:

Place:

TENDER ACCEPTANCE LETTER  
(To be given on Company Letter Head)

(Annexure-V).

Dated:

To,

HEAD  
ICAR-IARI, Regional Station  
Agarsain Marg, Opp Hotel Jewels  
Karnal-132001 (Haryana)

**Sub: Acceptance of Terms & Conditions of Tender.**

Tender Reference No: **RSK/2020-21**  
Name of Tender / Work: - **Tebuconazole 2% DS and Tebuconazole 5.36% FS**

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:  
  
as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organisation too has 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 the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)



## **Instructions 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: <https://eprocure.gov.in/eprocure/app>.

### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which 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 / 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 log-in 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/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 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" or "Other Important Documents" 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 log into the site well in advance for bid submission so that they can 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) Bidder has to select the payment option as "offline" to pay the EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the 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) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

- 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 bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) 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.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

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

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## Check list/Technical Bid

Description of the Tebuconazole	Qty
<b>Tebuconazole</b>	<b>As mentioned against each item</b>
	Specification of the quoted Tebuconazole plz specify Matching Specifications (Y/N)
<b>1 Tebuconazole 2% DS (500 gm/1 Kg Packaging)--- 300 Kg</b> <b>2 Tebuconazole 5.36 FS (500 ml/1 Litre Packaging)--- 10 Litre</b>	

Authorized Signatory