

PURCHASE & STORE SECTION
ICAR-CENTRAL INSTITUTE OF POST HARVEST
ENGINEERING & TECHNOLOGY, LUDHIANA-141004 -
Tele/Fax No.-0161-23131101/164, 01612313152

F. No. F. No. 33-3/P&S/2016

Dated: 23.10.2018

TENDER NOTICE FOR INVITING TENDER THROUGH
E-PROCUREMENT

Online Bids are invited from interested firms under two bid system for ‘Annual Rate Contract for Printing Work’ at ICAR-CIPHET, Ludhiana. Manual bids shall not be entertained.

Tender documents may be downloaded from e-procurement website of CPPP <https://eprocure.gov.in/eprocure/app> under **Tender ID. 2017_DARE_201309** as per the schedule given in CRITICAL DATE SHEET as under:

CRITICAL DATE SHEET

| | |
|--|---|
| Tender No | F. No. 33-3/P&S/2016 |
| Name of Organization | ICAR-CENTRAL INSTITUTE OF POST HARVEST ENGINEERING & TECHNOLOGY, LUDHIANA-141004 |
| Date and Time for Issue/Publishing | 11.00 AM on 25-10-2018 |
| Document Download/Sale Start Date and Time | 11.00 AM on 25-10-2018 |
| Bid Submission start Date and Time | 11.00 AM on 25-10-2018 |
| Bid Submission End Date and Time | 03.00 PM on 08-11-2018 |
| Date and Time for Opening of Bids | 03.00 PM on 09.11.2018 |
| Address for Communication | I/c Sr. Administrative Officer, ICAR-CIPHET, P.O. PAU,Ludhiana |

Place : Ludhiana
Date : 12-05-2017

I/c Sr. Administrative Officer
ICAR-CIPHET, Ludhiana.

ICAR-CENTRAL INSTITUTE OF POST HARVEST ENGINEERING & TECHNOLOGY,
LUDHIANA-141004

F. No. F. No. 33-3/P&S/2016

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NOTE

1. Contractors may read terms and conditions carefully and submit their tender accordingly
2. The Director reserves the right to reject any or all tender(s) without assigning any reasons thereof.
3. The incomplete tender in any respect, without EMD (refundable) and without Tender fees (not refundable) will be rejected. Demand Draft should in favour of "ICAR-UNIT-CIPHET" payable at Ludhiana. **The firms participated in the earlier tender process need not to submit the EMD amount and clearly mention in the bid stating that-„EMD submitted earlier.“ however the tender fee is to be submitted again as fresh.**
4. The Director, ICAR-CIPHET, Ludhiana may at his/her discretion, extend this date by a fortnight and such extension shall be binding on Tenderers.
5. If the date up to which the Tenders are to be open for acceptance is declared to be a holiday, the Tenders shall be deemed to remain open for acceptance till the next working day.
6. The financial bid of only those bidders will be opened whose technical bid will be declared qualified.
7. The date of opening of financial bids shall be informed separately.

Annexure-II

ICAR-Central Institute of Post Harvest Engineering & Technology

P.O. PAU, Ludhiana-141004 India

Phone:0161-2313101/2313164/2313152

Tender Document for contract for "Printing work at ICAR-CIPHET, Ludhiana

| | | |
|------------------------------|--|--|
| 1 The Envelopes Schedule – I | Technical Bid Form along with letter of intent & Checklist | I (Technical Bid) (All papers must be numbered and page no. must be mentioned in the Checklist accordingly) |
| Schedule – II | Financial Bid Form | II (Price Bid-as per BOQ) III (EMD/Tender Fee-to be sent by post as hard copy and scan copy of the same must be uploaded on the CPPP document) |
| Schedule – III & Annexures | | Must be uploaded on the CPPP online |

All communications must be addressed to
The Director, ICAR-CENTRAL INSTITUTE OF POST HAVEST
ENGINEERING & TECHNOLOGY, LUDHIANA-141004

Schedule-I

Technical bid

| Document | Complied (Yes/No) | Attached at Page No |
|--|----------------------|------------------------|
| a. The PAN no. issued by Income Tax Department | | |
| b. Sales Tax/Vat registration number | | |
| c. The documentary evidence of best printing material preferably of ICAR Institutes and other Govt. Departments (One or two publication) published by them in the last two years. The bid evaluation shall be done after comparison of the printing work submitted by the firms. | | |
| d. The minimum turnover the firm should be at least Rs.10.0 lac.(in each year) during the last three years. The copies of audited balance sheet of the firm last three years along with copies of ITR should be attached. | | |

**ICAR-CENTRAL INSTITUTE OF POST HAVEST ENGINEERING & TECHNOLOGY,
LUDHIANA-141004**

1. Terms & conditions for the annual rate contract for printing work is for one year which is extendable for further period of one year on the basis of satisfactory performance.
2. All bidders have to deposit EMD of Rs.10000/-alongwith the tender document in the form of Demand Draft in favour of ICAR-Unit-CIPHET payable at Ludhiana failing which tender will be rejected.
3. **The financial bid of only those bidders will be opened whose technical bid will be declared qualified.**
4. The successful bidder will have to deposit the performance security of Rs. 20,000/- for contract period which will be returned 60 days after the expiry of Annual Rate Contract.
5. All bidders should indicate the PAN issued by Income Tax Department.
6. All bidders should indicate Sales Tax/Vat registration number.
7. All bidders must enclose the work experience for printing work and submit the work orders of highest value executed during last three financial year.
8. The firm should have never been declared blacklisted/terminated by any ICAR Institute/Govt. Department/Court of Law/any Civil body.
9. For the execution of printing work for the Institute, the firm will arrange to send/collect the drafts for proof reading at ICAR-CIPHET, Ludhiana.
10. All bidders must enclose the documentary evidence of best printing material preferably of ICAR Institutes and other Govt. Departments (one or two publication) published by them in the last two years. The bid evaluation shall be done after comparison of the printing work submitted by the firms.
11. The payment for printing work will be made within 30 days from the date of receipt of bill after the satisfactory verification of quality and quantity from indenter/authorized official of the Institute.
12. The minimum turn over the firm should be at least Rs. 10.0 lac. during the last three years. The copies of audited balance sheet of the firm last three years alongwith copies of ITR should be attached.
13. Successful Tenderer will have to enter into a detailed contract agreement with ICAR-CIPHET on non-judicial stamp paper of Rs. 100/-only (Rupees one hundred only).
14. Rate may be quoted in the enclosed specification with terms & conditions, if any.
15. Service Tax, if any, should be quoted separately. In case lump sum rates are quoted by the firm then the firm shall be liable for depositing service tax or any other tax levied by Central Govt./State Govt. on its own.
16. Any dispute arising of for execution of contract will be subject to Ludhiana jurisdiction.
17. It may also be noted that printing material will not be supplied at prescribed time/period and there is low quality in printing and paper than a deduction @ 0.25% per week (Maximum 2%) will be made by the Institute from the bill towards penalty.
- 18 Director, ICAR-CIPHET, reserve the right to cancel any/all tender without assigning any reason thereof.
19. It is not necessary to include all the items listed under items description (schedule-III) at the time of work order placed for printing. It will be mentioned as per the requirement of the Institute.
20. Contract will be awarded to the firm who accepts the lowest rates quoted by the firms in all particulars items and book size. Authorized Signature with complete address of the firm

Annexure-III

(Reference for BOQ) (To be quoted in format provided on CPP Portal)

Price bid for Various Scientific Equipments (IFB-3) at ICAR, CIPHET, Ludhiana

| Sr. No | Name of item | Quantity As per requirement | Per unit price* (in figures/words) (as per BOQ) |
|--------|-----------------------------------|-----------------------------------|---|
| 1 | Annual rate contract for printing | | |

- Items should be of reputed make and suitable for high end elite users
- Tax extra as applicable should be indicated separately in the column provided.

Note: The above mentioned Financial Proposal/Commercial bid format is provided as BOQ_XXXX/xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BoQ_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the financial bid. **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 CIPHET.

PURCHASE & STORE SECTION

ICAR-CENTRAL INSTITUTE OF POST HARVEST ENGINEERING &
TECHNOLOGY, LUDHIANA-141004 (INDIA) Tele/Fax No.-0161-
2313101/2313164/2313152

Name of the firm _____

Registered/Postal Address _____

| | | |
|---|---|--|
| 1 | Permanent Account Number (PAN) | |
| 2 | Service Tax 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 | |

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

Date: _____

To _____

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No. _____

Name of Tender/Work:

Dear Sir,

1. I/ We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/work' from the web site(s) namely:

As per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents lime annexure(s), schedule(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 documents/corrigendum(s) in its totality/entirely.
5. I/we do hereby declare that our Firm has not been black-listed/debarred by any Govt. Department/Public sector undertaking.
6. I/ we certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject that 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

- 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.
- 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 (e.g. Sify/nCode/eMudhra etc.) 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 DSC’s to others which may lead to misuse.
- Bidder then logs in to the site through the secured log-in by entering their users 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/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 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

- 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.
- The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document
- Bidder has to select the payment option as 'offline' to pay the tender fee/EMD as applicable and enter details of the instrument.
- 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
- 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) cell 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.
- The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. 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.
- The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 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 and a bid summary will be displayed with the bid no. and the date and time of submission of the bid with all other relevant details.

- The bid summary has to 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.

ASSISSTANCE TO BIDDERS

Any queries relating to the tender documents and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contract person indicated in the tender.

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk Nos. 0120-4200462/0120-4001002 or Mobile No. +91 8826246593.

Details of Equipments & EMD

| Sr. No | Purchase of item | Qty | Earnest Money in INR | File. No. for reference F. No. 33-3/P&S/2016 |
|---------------|-----------------------------------|--------------------|-----------------------------|---|
| 01 | Annual rate contract for printing | As per requirement | 10,000.00 | |

Note: EMD defined on to the Portal is MINIMUM. Bidder has to submit the EMD as per item for which quoting for.