



भा0कृ0अनु0प0-राष्ट्रीय पादपजैवप्रौद्योगिकीसंस्थान  
लालबहादुर शास्त्री भवन, पूसापरिसर, नई दिल्ली-110012  
ICAR-National Institute for Plant Biotechnology  
Lal Bahadur Shastri Building, Pusa Campus, New Delhi-110012



## **BID DOCUMENT**

**NAME OF WORK: Purchase of High-Performance Computing Server  
(Rack Mode)**

**Tender Inquiry No:6-27/2021-NIPB**

Tender published at Website

<https://eprocure.gov.in>

<http://www.nrcpb.res.in>

<http://nipb.icar.gov.in>

[Email:aaopurchasenipb@gmail.com](mailto:aaopurchasenipb@gmail.com)

[Website: www.nrcpb.res.in](http://www.nrcpb.res.in)&<http://nipb.icar.gov.in>

Tel.No: 011 – 25841787 (Extn: 324)

Telefax : 011-2584 3984

[CPPP Helpline No :0120-4001002](tel:0120-4001002), [0120-4001005](tel:0120-4001005), [0120-6277787](tel:0120-6277787)

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## **Notice Inviting E-Tender**

Tender No:6-27/2021-NIPB

Date: 08/01/2022

Electronic bids are invited through website <https://eprocure.gov.in> under two bid systems from eligible domestic bidders registered in India i.e. Original Equipment Manufacturers / Authorized Dealers/ Authorized Distributors / Suppliers authorized by OEM for **Procurement of High-Performance Computing Server(Rack Mode)** at NIPB, New Delhi

### **Tender Inquiry**

<b>Critical Dates</b>			
<b>S.No.</b>	<b>Particulars</b>	<b>Date</b>	<b>Time</b>
01	Date of Publishing	08/01/2022	16:30
02	Bid Document Download Start Date (Online)	08/01/2022	17:00
03	Pre-Bid Meeting (If any)- LBS Building, Committee Room No: 127, Ist Floor, Pusa, New Delhi.	14/01/2022	11:00
04	Bid Submission Start Date (Online)	08/01/2022	17:00
05	Bid Submission End Date (Online)	29/01/2022	17:00
06	Date of Technical Bid Opening (Online)	31/01/2022	11:00
07	Date of Opening of financial bid	to be notified separately	

Address for Communication-Asst. Administrative Officer  
ICAR-NIPB, LBS Building, Room No. 231, Pusa Campus, New  
Delhi. Phone No. 011-25841787 (Extn 324)

### **Tender Fees – Exempted and Earnest Money Deposit – Exempted (Annexure X)**

#### **Important Notes:**

1. Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission'.
2. Only bids received on our e-tendering portal will be considered for opening. Bids in any physical form sent through fax/email/courier/post/delivered personally will not be considered.
3. NIPB reserves the right to accept / reject any/all tenders in part/full without assigning any reason thereof.
4. NIPB will not be responsible for any delay in enrollment or submission of the offer/up-loading the offer on our e-tender portal for any reason whatsoever. Hence vendors are advised to register in our e-tendering website <https://eprocure.gov.in> & enroll their Digital Signature Certificate (Class – II or above) and upload their quotations well in advance to avoid last minute problems.
5. Any Addendum/Corrigendum date extension in respect of above tender shall be issued on our website [www.nrcpb.res.in](http://www.nrcpb.res.in) and website <https://eprocure.gov.in> only and no separate notification shall be issued in the press. Bidders are therefore requested to regularly visit our website to keep themselves updated.

**Place: New Delhi**

**Date:-08-01-2022**

**Digitally signed by:**

**Date :**

**Location : New Delhi**



## **GENERAL INSTRUCTIONS TO THE TENDERERS (GIT)**

The Tender shall be submitted in accordance with these instructions and any tender not confirming the instructions as under is liable to be rejected. These instructions shall form the part of the tender and contract.

### **1. Definitions and Abbreviations:**

1.1. The following definitions and abbreviations, which have been used in these documents shall have the meanings as indicated below:

#### **1.2. Definitions:**

- a. “Purchaser” means the organization National Institute for Plant Biotechnology an Institute under Indian Council of Agricultural Research, Krishi Bhawan, New Delhi with its office located in LBS building, IARI Campus, New Delhi-110 012 purchasing goods and services as incorporated in the Tender document.
- b. “Tender” means Bids / Quotation / Tender received from a Firm / Bidder / Manufacturer.
- c. “Bidder” means Bidder / the Individual or Firm submitting Bids / Quotation / Tender.
- d. “Supplier” means the individual or the firm supplying the goods and services as incorporated in the contract.
- e. “Goods” means the articles, material, commodities, livestock, furniture, fixtures, raw material, spares, instruments, machinery, equipment, medical equipment, industrial plant etc. which the supplier is required to supply to the purchaser under the contract but excludes books, publications, periodicals etc. as per GFR-136.
- f. “Services” means services allied and incidental to the supply of goods, such as transportation, installation, commissioning, provision of technical assistance, training after sales service, maintenance service and other such obligations of the supplier covered under the contract.
- g. “Earnest Money Deposit” (EMD) means Bid Security / Monetary or Financial guarantee to be furnished by a bidder along with its tender.
- h. “Contract” means the written agreement entered into between the purchaser and/or consignee and the supplier, together with all the documents mentioned therein and including all attachments, annexure etc. therein.
- i. “Performance Security” means monetary or financial guarantee to be furnished by the successful bidder for due performance of the contract placed on it.

- j. “Consignee” means the user department of Institute to whom the goods are required to be delivered as specified in the contract. If the goods are required to be delivered to a person as an interim consignee for the purpose of dispatch to another person as provided in the Contract then that “another” person is the consignee, also known as Ultimate Consignee.
- k. “Specification” means the document/standard that prescribes the requirement with which goods or service has to conform.
- l. “Inspection” means activities such as measuring examining, testing, gauging one or more characteristics of the product or service and comparing the same with the specified requirement to determine conformity.
- m. “Day” means calendar day

1.3. **Abbreviations:**

- a. “TE Document” means Tender Enquiry Document
- b. “NIT” means Notice Inviting Tenders
- c. “GIT” means General Instructions for Tenderer
- d. “SIT” means Special Instructions for Tenderer
- e. “GCC” means General Conditions of Contract
- f. “FOB” means Free on Board
- g. “F.O.R” means Free on Rail
- h. “LC” means Letter of Credit
- i. “AMC” means Annual Maintenance Contract
- j. “PSU” means Public Sector Unit
- k. “BG” means Bank Guarantee
- l. “CIF” means Cost, Insurance and Freight
- m. “CIP” means Carriage and Insurance
- n. “NIPB” means National Institute for Plant Biotechnology, New Delhi - 110012
- o. “CMC” means Comprehensive Maintenance Contract (Including all spares, labour and preventive maintenance)
- p. “RT” means Re-Tender
- q. “CA” means Chartered Accountant

- r. “JV” means Joint Ventures
- s. “MOU” means Memorandum of Understanding
- t. “CPP” means Central Procurement Portal
- u. “GFR” means General Financial Rules
- v. “CBI” means Central Bureau of Investigation

## 2. **Introduction:**

- 2.1. The Purchaser has issued these tender enquiry documents for purchase of goods and related services which also indicates, interalia, the required delivery schedule, terms and place of delivery.
- 2.2. The Bidder should carefully read Requirements & Scope of work, General & Special conditions of contract and all other documents in connection with the Bid. The Bidder shall quote his rates, keeping all above points in mind.
- 2.3. Those Bidders whose near relatives are posted as official/ officer(s) in any capacity at NIPB are not be permitted to Bid. The prospective bidder shall also intimate the names of persons who are working with him in any capacity or subsequently employed by him, who are near relative to any officer/ official (s) in the NIPB. Any breach of this condition by the bidder shall render him ineligible. By the term ‘near relative’, is meant wife, husband, parents & grand parents, children & grandchildren, brothers & sisters, uncles, aunts & corresponding in laws.
- 2.4. The bidder shall disclose any payment made or proposed to be made to any intermediaries (agents etc.) in connection with the bid.
- 2.5. Failure to provide and/or comply with the required information, instructions etc. incorporated in these TE documents may result in rejection of its tender.

## 3. **Eligibility Criteria:**

- 3.1. The bidder should be an Indian registered company engaged in respective area of works with minimum experience of 03 (Three) years. The bidder should have sufficient Infrastructure, technical expertise and financial strength to undertake the contract.
- 3.2. Minimum ANNUAL TURNOVER of Rs. 50 lakhs in the last 3 financial years (2020-21, 2019-20, 2018-19, CA certificate to be enclosed) and no need to submit balance sheet for the same.
  - a. Bidder/Tenderer must provide the information on the HPC and similar nature of supply/works completed successfully & satisfactory. 10 minimum installation report or Bidder/Tenderer must submit satisfactory documentary proof Report from GoI entity/PSU/Autonomous Bodies.
  - b. List of Organizations/Customers dealt by them with copy of satisfactory document along with, name of user, address, phone number & e-mail etc.
  - c. PAN number.
  - d. Copy of Registration of Firm with GST Nos.
  - e. Authorization certificate from OEM (specifying to this tender and only one Authorized dealer will be allowed to submit the bid) or if OEM is submitting the bid than no authorized dealer bid will be entertained for this tender

f. Service center and office should be in Delhi/NCR and ensure the service within 24 hours.

**NOTE:**

- The work executed in the own name of the bidder only will be considered for similar works, to meet the eligibility criteria. JVs / Consortiums / MOUs shall not be considered.
  - Tenderer should submit documents in support of minimum eligibility criteria along with the tender/bid. NO document in support of minimum eligibility criteria will be accepted / entertained after opening of tender.
  - Tenders/bids not meeting any of the above “Eligibility Criteria” shall be rejected.
4. The bidder should fulfill Eligibility criteria as per Annexure –IX for opening of financial Bid.
  5. 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>).
  6. The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates.

More information useful for submitting online bids on the CPP Portal may be obtained at <http://eprocure.gov.in/eprocure/app> **For Registration:**

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”. Enrolment on the CPP Portal is free of charge.

7. The intending Tenderer, in case of Authorized Distributor/ Authorized Dealer shall possess valid authorized Distributorship /Dealership license from Principal Manufacturers. The tenderer shall enclose the copy of the same in the bid while submitting the tender. The tender must be submitted by the Principal Manufacturer or Authorized Dealer. A dealer of two Principal Firm can only bid for one manufacturer only.
8. The items shall be in compliance to the specifications mentioned in **Annexure - I** of the tender and shall be of the latest technology, best quality and high standards.
9. Any optional Accessories/ Tooling, besides the standard items recommended for the better performance of the requested goods, if offered, must be provided with their full technical details including their use and advantage in a separate sheet with the tender documents. Warranty period should be specified for these.
10. No extra payment shall be paid on account of any discrepancy in nomenclature of items.
11. 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 stipulates any condition of his own, such conditional tender is liable to be rejected.
12. Director, NIPB, reserves the right to reject any tender/bid wholly or partly without assigning any reason thereof.

13. The Technical Evaluation Committee constituted by the Director, NIPB shall have the right to verify the particulars furnished by the bidder independently.

14. Tenderer shall take into account all costs including installation, cartage etc. for giving delivery of material at site i.e. NIPB, New Delhi-110012 before quoting the rates.

15. No claim for any extra payment for any reason shall be entertained.

16. The supply should be delivered at NIPB, New Delhi-110 012 free of transport charges and the supplier shall be responsible for loss or damage during the transit of goods.

17. The material shall be inspected by Stores, on receipt at site, NIPB, New Delhi-110012 and supplier shall be responsible for any damage during the transit of goods.

18. All the communication with respect to the tender shall be addressed to:

**ASST. ADMINISTRATIVE OFFICER,  
ICAR-National Institute for Plant Biotechnology  
R. No. -231, LBS Building, Pusa Campus,  
New Delhi – 110012**

19. In the event of any dispute the legal matter shall be subjected to the jurisdiction of New Delhi Court only.

20. At any time prior to the deadline for submission of Bids, NIPB may for any reason, whether at his own initiative or in response to a clarification requested by a prospective Bidder, modify the bid documents by amendment.

21. The amendment shall be part of the bid document and will be notified in writing or by Fax or e-mail to all prospective Bidders. Bidders are required to acknowledge receipt of any such amendment to the bid documents.

**22. The bid shall remain valid in all the respect up to 180 days from the date of opening of the Technical Bid, however the supply and installation should be completed within 45 days after award of contract.**

The bid shall be rejected if the documents are found false or fake. If at a later stage, the documents submitted are found false or fake, the Contract shall be terminated and performance bank guarantee will be forfeited. Also, the Contractor shall be fined as deemed appropriate by the employer for breach of trust.

**23. Availability of Funds:**

23.1. Expenditure to be incurred for the proposed purchase will be met from the funds available with the purchaser/consignee organization.

**24. Amendments to TE documents:**



24.1. At any time prior to the deadline for submission of tenders, the purchaser may, for any reason deemed fit by him, modify the TE documents by issuing suitable amendment(s) to TE documents. The amendments will be published on website <https://eprocure.gov.in>

**25. Language of the Bid:**

All documents related to bid should preferably be in English language. The language for communications shall be English. Any printed literature furnished by the bidder may be written in another language provided that this literature is accompanied by an English Translation. In such case, for purpose of interpretation of the Bid, the English translation shall prevail.

**26. Filling of Bid:**

1. All the rates and amount shall be quoted in whole denomination of the Indian Rupee.
2. No amount shall be paid to the Contractor for the item for which no rate or amount is quoted by the Bidder, but the contractor shall be bound to do that job/work free of cost (on zero amount).
3. The bidder shall be deemed to have satisfied himself before Bidding as to the correctness and sufficiency of his bid for the works and of the rates & amount quoted in the schedules of works, which rates & amounts, shall, except as otherwise provided, cover all his obligations under the contract and all matters and thing necessary for the proper completion of the work as aforesaid in accordance with good practices and recognized principles.
4. In case of any bid where unit rate of any item appears unrealistic, such bid shall be considered unbalanced and non-responsive. The employer may ask for providing satisfactory explanation for such unrealistic quoted rate. If bidder is unable to provide satisfactory reply with supporting analysis of rates, the bid shall be rejected.
5. Each bidder shall submit only one bid for this work. A bidder who submits more than one bid for this work will attract disqualification and rejection of all of his bids.
6. The bidder shall not be under a declaration of in-eligibility for corrupt & fraudulent practices in any Government Department or organization in India or abroad.
7. The bid shall contain no interlineations, erasures or overwriting except corrections as necessary to correct the errors made by the Bidder, in which case such correction shall be initialed by the person/persons signing the offer. The bid shall be typewritten or handwritten in indelible ink and shall be signed by the bidder or authorized signatory. The bid shall contain no additions or alterations except those to comply with instructions specified by the employer.
8. The Institute is registered with Department of Scientific and Industrial Research vide Registration no. TU/V/RG-CDG(759)/2017 dated 30/05/2018 and in terms of the notification, the goods required for research is taxable at concessional rate of 5%. Accordingly, the bidders are informed that the goods supplied shall be charged at the rate of 5% GST.

**27. Firm Price:**

27.1. The price quoted by the bidder shall remain firm and fixed during the currency of the contract and not subject to variation on any account.

27.2. The bidder shall complete the schedule of works as in BOQ.

**28. Documents establishing good's Conformity to TE document:**

**28.1. The bidder shall provide in its tender the required as well as the relevant documents like technical data, literature, drawings etc. to establish that the goods and services offered in the tender fully confirm to the goods and services specified by the purchaser in the TE documents. For this purpose, the bidder shall also provide a clause-by-clause commentary on the technical specifications and other technical details incorporated by the purchaser in the TE documents to establish technical responsiveness of the goods and services offered in its tender duly indicating relevant page numbers in the product literature. Failure to enclose the relevant documents as mentioned above will be summarily rejected.**

**29. Tender Validity:**

29.1. If not mentioned otherwise in the SIT, the tenders shall remain valid for acceptance for a period of 180 days from the date of tender opening prescribed in the TE document. Any tender valid for a shorter period shall be treated as unresponsive and rejected.

**30. Evaluation of Tender:**

30.1. Any items left blank, will be treated as incomplete bid and liable to be rejected.

30.2. The Director NIPB, will determine whether each bid is of acceptable quality, is generally complete and is substantially responsive to the tender document. For the purpose of this determination, a substantially responsive bid is one that conforms to all the terms, conditions & specifications of the tender document without any deviations, objections, conditionally or reservations.

30.3. Price Bid/Schedule of Rates shall be evaluated based on the lowest cost.

30.4. If a bid is not substantially responsive, it will be rejected and may not subsequently be made responsive by the bidder by correction of the non-conformity.

30.5. The bid that does not meet minimum acceptable standards of completeness, consistency and details will be rejected for non-responsive.

30.6. If the present performance of the bidder in a current contract for any major work is unsatisfactory as certified by the any authority of the relevant work, the offer of the bidder will be summarily rejected without assigning any reasons thereof.

30.7. The bidders shall quote the rates only for the items mentioned in the schedule of rates in excel format provided along with this tender.

30.8. Conditional offers are liable for rejection.

30.9. Any effort by a bidder to influence the NIPB, New Delhi in the process of examination, clarification, evaluation and comparison of tenders, and in decisions concerning award of contract, may result in rejection of the bidder's tender.

30.10. All responses to such requests for clarification shall be in writing. No change in the

prices or substance of the bid shall be sought, offered or permitted.

30.11. Evaluation of bids shall be carried out by a committee as per evaluation criteria. The specification quoted higher than scope of work shall be considered by the Technical Evaluation Committee. The decision of the Employer in deciding successful bidder shall be final and binding on the bidder.

30.12 Bids shall be evaluated as per Govt. of India, Ministry of Commerce and Industry, Department of Promotion of Industry and Internal Trade, Order no. P-45021/2/2017-PP(BE-II) dated 04/06/2020 regarding Preference to Make in India. And other guidelines issued by GoI/ICAR issued in this regard.

**31. Award of Contract:**

31.1. The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

31.2. The bidder whose bid has been accepted will be notified for the award by the NIPB prior to expiration of the Bid validity period through the work order.

31.3. The Bidder shall promptly check their e-mailbox registered with CPP Portal for receipt of any information/clarification/correspondence in respect of their bid. The NIPB shall not be responsible for non-receipt/failure of e-mail to the bidders.

31.4. If any of the information furnished by the bidder is found to be incorrect at any stage, the bid/contract is liable to be rejected / terminated and the Performance Security will be forfeited.

31.5. NIPB reserves the right to cancel the tender without assigning any reason thereof.

31.6. Tenders from those tenderers who have not submitted their offer as per NIPB will not be considered.

31.7. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

31.8. The notification of award will constitute the formation of the contract subject to the furnishing of a contract performance bank guarantee, Within 15 days of receipt, the successful bidder will furnish the contract performance bank guarantee, amounting to 10% of the tender value.

31.9. The Agreement will incorporate all correspondences between the employer and the successful bidder. It will be signed by the employer and successful bidder within 15 days following the notification of award along with the Letter of Acceptance.

**32. Late Bid:**

32.1. A tender which is received after the specified date and time for receipt of tenders will be treated as "late" tender and will be ignored.

**33. Non-receipt of Performance Security and Contract by the Purchaser/Consignee:**

33.1. Failure of the successful bidder in providing performance security and / or returning contract copy duly signed shall make the bidder liable for forfeiture of its EMD.

**34. Publication of Tender Result:**

34.1 The name of the successful bidder(s) receiving the contract(s) will be published on <http://www.nrcpb.res.in>, <http://nipb.icar.gov.in> and <https://eprocure.gov.in>

35. The tenderer shall furnish a non-blacklisting Affidavit that the firm has not been blacklisted in the past by any Government / Private Institution.

36. The tenderer / supplier has to give an affidavit on non-judicial stamp paper of Rs.10/- that there is no vigilance / CBI case pending against the firm / supplier and the firm has not been black-listed in the past by any Government or Private Organization.

**TENDERER'S NAME & SIGNATURE WITH SEAL**

## **COMMERCIAL AND GENERAL TERMS & CONDITIONS**

### **Nature of Items:**

For supply & installation of goods/ instrument with specifications as mentioned in Annexure – I.

### **1. Scope of Supply:**

1. The tenders shall be submitted as per the technical specifications enclosed in **Annexure - I**.
2. Submission of the tender implies that these conditions of tender have been read by the Tenderer and is aware of the scope of the supply and the quality of the material to be supplied. The final acceptance of the tender rests with the Director, NIPB, New Delhi who reserves the right to accept or reject any or all tenders without assigning any reason thereof.

### **2. Scope of Work:**

1. The supply and installation of equipment with accessories.
2. Testing and commissioning of equipment.
3. To provide, one copy each of following documentation (on CD/DVD and printed manual or both)
  - installation manual
  - operating manual and
  - Service Manual.
4. Repair/Refurnishing work to restore the damage caused due to cabling or any other work related to installation.
5. Any other work required for making the equipment functional up to the satisfaction of NIPB New Delhi.
6. A hands-on training for lab personnel should be conducted as part of installation and commissioning activity.

### **3. Bid Submission and Opening:**

- a) The bid should be submitted online at website <http://eprocure.gov.in/eprocure/app> only, by the due date as in NIPB of the bid. The server date and time as appearing on the website <http://eprocure.gov.in/eprocure/app> shall only be considered for the cut-off date and time for submission of bids. Offers sent through post, fax, e-mail and courier or by any other mode will not be considered. In case of date of opening is declared, as holiday tender will be opened on next working day at same time.
- b) Only those bidders shall be considered qualified by the NIPB, who submit requisite EMD, tender fee, documents, accept all the terms and conditions of the tender document unconditionally and meet the qualifying requirement stipulated in the tender document. The decision of the NIPB shall be final and binding in this regard.
- c) The bidder shall bear all cost associated with the preparation and submission of its bid and the NIPB will in no case be responsible or liable for these costs, regardless of the conduct or Outcome of the tendering process.

#### **4. Submission of Bids:**

- a) Only bids received on E-tendering portal will be considered for opening. Bids in any physical form sent through fax/email/courier/post/delivered personally will not be considered.
- b) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- c) While submitting the bids online, the bidder shall read the terms & conditions (of CPP Portal) and accept the same in order to proceed further to submit their bid.
- d) Bidder shall select the payment option as offline to pay the Tender Fee/EMD and enter details of the Demand Draft/Bank Guarantee.
- e) Bidders shall submit their bid through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid closing date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.
- f) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

#### **5. Submission of Offer:**

The tender shall be submitted online in two cover system duly scanned and digitally signed by the authorized representative of the bidder as follows:

##### **A) Cover -1 (Techno-Commercial Bid):**

Online bid should be submitted containing copy of the following documents in Cover – 1 as documentary proof, for fulfilling qualifying criteria, failing which the offer shall be summarily rejected.

- a) Bidder/Agent who quotes for goods manufactured by other manufacturer shall furnish valid Manufacturer's Authorization Form.
- b) Please refer to Checklist as per Annexure – V for list of documents.
- c) Please refer to Annexure-IX for eligibility criteria.

##### **B) Cover -2 (Price Bid):**

The price must be quoted only in the price bid format attached as BOQ. **Please quote the prices F.O.R. up to NIPB, New Delhi-110 012.**

### **C) Bid Price:**

The Bidder shall indicate on the Price Schedule the unit price and total bid prices of the goods it proposes to supply under the Contract. To this end, the Bidders are allowed the option to submit the bids for any or more schedule specified in the 'Schedule of Requirement' and to offer discounts for combined schedules. However, Bidders shall quote for the complete requirement of goods and services specified under each schedule on a single responsibility basis, failing which such bids (for the schedule in question) will not be account for evaluation and will not be considered for award.

Prices indicated on the price schedule shall be entered separately in the following manner:

#### **(I) For goods offered from within India –**

- (a) The process of the goods quoted ex-factory, ex-showroom, ex-warehouse or off-the-shelf, as applicable, including customs, excise and any other duties and sales and other taxes already paid or payable on the components and raw material used in the manufacture or assembly of the goods quoted ex-factory or on the previously imported goods of foreign origin quoted ex- showroom, ex-warehouse of off-the-shelf.
- (b) any sales or other taxes/duties including excise duty, which will be payable on the goods in India, if the contract is awarded.
- (c) charges for inland transportation, insurance and other local costs incidental to delivery of goods to their final destination. The final destination is specified in the Schedule of Requirements.
- (d) The price of incidental services as and if listed in Scheduled of Requirements.
- (e) Any element of cost, taxes, duties, levies etc. not specifically indicated in the bid, shall not be paid by the purchaser.

#### **D) Bid currencies**

All the prices shall be quoted in Indian Rupees only.

### **6. Validity of Tender:**

- a) The tender shall be valid for a period of 180 days from the date of opening of the tender.
- b) No representation for the enhancement of the prices of the accepted tender or alteration of the terms and conditions will be entertained till supplies are completed.

### **7. Offers ready stock/ Subject to prior sale:**

- a) Offers from ready stock are preferred. In case the offers are subject to prior orders, the Tenderer shall indicate the period within which the ordered quantity will be supplied. The Tenderer shall note that in case tenderer fails to supply within the period of delivery indicated in the said tender, penalty at the rate of 0.5% of value of the order, per week of delay subject to maximum of 10% of the order value will be levied.

- b) The successful Tenderer shall, within 7 days from the date of receipt of communication of acceptance of quotes from NIPB shall intimate his acceptance of the order. The successful Tenderer shall complete supplies strictly as per the accepted delivery period.

**8. Guarantee of Quality and Warranty of goods supplied:**

- a) The goods supplied shall confirm to the specifications as given in Annexure – I of the tender documents and shall be guaranteed against defective design, defective quality material supplied, manufacturing defects etc.,
- b) Warranty has to be provided for a minimum period of **3 years** from the date of supply and successful installation of the goods supplied.
- c) Warranty shall have to be On-site warranty.
- d) Warranty has to cover all items supplied by the successful bidder.
- e) During the warranty period, any failed device shall have to be replaced with a new one within three business days.
- f) During the warranty period, the engineer attending the call shall have to submit a call report mentioning nature of the fault, action taken, any replacement of spares, serial number of replacement equipment and any other details of the call to NIPB.
- g) Normal Commercial warranty/guarantee shall be applicable to the supplied goods, (If warranty/Guarantee is not mentioned in specifications of respective items).

**9. Packing:**

- a) The supplier shall provide packing of the goods, as required to prevent their damages or deterioration during the transit to their final destination as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit.
- b) The items shall be securely boxed, crated and protected from mechanical damage, moisture etc. suitable for both storage and transit according to the nature of the material and mode of transport.

**10. Price:**

- a) The price shall be firm and shall include all applicable taxes and charges. Any variation in the duties, levies etc. during the period of supplies shall be charged to the Tenderer account. The rates quoted shall be all inclusive, with the delivery, up to destination i.e. NIPB, New Delhi-110012.
- b) The tenderer shall submit the copy of PAN Number, GST Number registration details, Bank details along with the tender.
- c) All duties, Taxes and other levies payable by the bidder under the Contract shall be included in the Total Price.



## **11. Delivery:**

- a) The delivery of items securely and neatly packed should be made at NIPB, New Delhi-110012.
- b) The successful tenderer shall complete supplies strictly within the accepted delivery period. Material ordered by the NIPB shall be delivered FOR destination securely packed as may be necessary.
- c) The items shall have to be delivered and installed at NIPB, New Delhi-110012 to the satisfaction of Stores Team at NIPB.
- d) Supply and Installation of equipment/ instrument has to be carried out free of charge at NIPB, New Delhi-12.
- e) The comprehensive catalogue which includes instructions for Operation, Maintenance, Trouble shooting and all other areas which are necessary for smooth functioning of Instrument as mentioned in **Annexure-I** shall be provided along with the supply of the items by the Tenderer.
- f) The Tenderer shall note that in case tenderer fails to supply within the period of delivery indicated in the said tender, penalty at the rate of 0.5% of value of the order, per week of delay subject to maximum of 10% of the order value will be levied.

## **12. Payment:-**

- a) After successful installation of the material, payment will be made by NIPB by NEFT Transfer to the bank account as mentioned in the bank mandate at the earliest.
- b) The tenderer shall submit the documents which shall clearly indicate that the Proper Supply and Installation of instrument/ equipment has been done and the said document shall be duly acknowledged by the stores of NIPB, New Delhi.
- c) 100% Payment shall be made only after supply of the items in good condition along with successful delivery of items and satisfactory Installation report received by competent authority.  
**No advance payment will be made.**

## **13. Earnest Money Deposit:**

**Bid Security Declaration in lieu of EMD as per Govt. Of India OM No. F.9/4/2020-PPD dated-12.11.2020 be submitted by firms other then the exempted firms as per Govt of India rules to the Tender Inviting Authority along with technical bid document. (Annexure X)**

## **14. Performance Guarantee:**

The successful bidder shall be required to submit a Performance Guarantee equivalent to **3%** of the contract value in the form of Bank Guarantee/ Demand Draft Bank Guarantee which will remain valid for 3 (Three) months beyond the date of the completion of warranty.

## **15. Service Facility:**

Contact details with addresses of service centre nearest to New Delhi shall be provided along with the bid, in order to ensure proper and timely service.

**16. Taxes:**

Suppliers shall be entirely responsible for all taxes, duties, license fees, octroi, road permits, etc., incurred until delivery of the contracted Goods to the Purchaser.

**17. Corrupt or Fraudulent Practices:**

It is required by all concerned namely the Consignee / Bidders / Suppliers etc to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Purchaser: -

- (a) Defines, for the purposes of this provision, the terms set forth below as follows:
  - i) “Corrupt Practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
  - ii) “Fraudulent Practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Purchaser, and includes collusive practice among Bidders (prior to or after Tender submission) designed to establish Tender prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition;
- (b) NIPB will reject a proposal for award, if it determines that, the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- (c) NIPB will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract by the purchaser if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing the contract.

**18. Termination for Default:**

The purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part:

- a) If the supplier fails to deliver any or all of the Goods within the period(s) specified in the order,  
or
- b) within any extension thereof granted by the Purchaser; or
- c) If the Supplier fails to perform any other obligation(s) under the Contract.
- d) If the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner, as it deems appropriate, Goods or Services similar to those undelivered,

and the Supplier shall be liable to the Purchaser for any excess costs for such Goods or Services. However, the Supplier shall continue the performance of the contract to the extent not terminated.

**19. Claims:**

- a) If the material supplied are found to be off size and shape different than those in the accepted offer and are of specifications lower than those stipulated in the accepted offer, NIPB, New Delhi shall have the right to totally reject the goods and/or to prefer a claim for compensation for the part of goods, which are rejected.
- b) The supplier shall reimburse to NIPB, the actual expenditure incurred, on such goods, within 15 (fifteen) days of its demand.
- c) The supplier shall be responsible for arranging the rejected goods to be removed at his/her cost from NIPB, New Delhi-110012 premises.
- d) The supplier shall also compensate for losses, if any, sustained by NIPB due to defective packing and/or wrong marking of the goods.

**TENDERER'S NAME & SIGNATURE WITH SEAL**

**Technical Specifications for the supply of High Performance computing server (Rack mode)**

S. No.	Name of the equipment	Specifications	Qty.
1	<b><u>High performance computing server (Rack mode)</u></b>	<b><u>SPECIFICATIONS High performance computing server (Rack mode)</u></b> <ul style="list-style-type: none"><li>• It will have one master node with 4 computing node with following specification”</li><li>• Form Factor: Maximum 4U with Rail Kit</li><li>• Processor: Intel Xeon Gold (Octa core) Processor or higher</li><li>• No. of Processor :4 (Intel)</li><li>• Architecture: RISC/ EPIC/ CISC</li><li>• Memory: 256 GB (2X128GB Master Node), 1TB (128*10) DDR4 (for Fat Node) and 256 (2x128 GB (other computer Node) minimum clock speed 2133 Mhz Registered ECC memory, should have Advanced ECC, Memory Scrubbing, SDDC, Memory Mirroring support &amp; Memory Hot Plug. Memory cache lines shall be distributed over different memory modules/ boards for better performance or better</li><li>• HDD: SSD 256GB (OS) in each node and 6x 3 minimum SAS/ SATA configured in RAID 5 or better</li><li>• RAID Controller: RAID Controller with 512 MB Cache &amp; BBU, Should support RAID levels 0, 1, 10, 5, 50, 6 &amp; 60 or better</li><li>• ODD: Blu-ray Combo Drive, or better</li><li>• Ethernet: 8x 10/100/1000 Mbit/s Ethernet ports with dual controllers or better, 50-meter Optical fibre cable should be provided</li><li>• Warranty: 3 years on site comprehensive</li><li>• Product should be of Dell, HP, IBM or equivalent</li></ul>	01

Kindly also see Eligibility Criteria.

**TENDERER’S NAME & SIGNATURE WITH SEAL**

## ANNEXURE - II

### AGREED TERMS AND CONDITIONS

(TO BE FILLED BY INDIAN BIDDERS QUOTING ONLY IN INDIAN RUPEES)

**Important Notes:**

(A) This questionnaire (ATC) duly filled-in the same word file must be uploaded along with the offer, failing which your offer will be liable for rejection. This document received in any other form will not be accepted and can lead to rejection of offer.
(B) Each point must be confirmed / replied suitably.
(C) Bidders to note that the confirmation/acceptance/comments mentioned/agreed by them in this ATC are final and will supersede any contrary term indicated elsewhere in their quotation / tender documents.

**NIPB'S Tender No.: 6-27/2021-NIPB**

S. No.	Description/Tender Requirement	Vendor's Reply
<b>Vendor Compliance to Technical Conditions</b>		
1.	<b>Confirm</b> that the offer has been submitted strictly as per the tender requirements.	
2.	<b>Confirm</b> that all pages of "Technical Specifications" have been submitted with the technical bid as a token of acceptance	
3.	<b>Confirm</b> that all the documents related to "Technical Criteria for acceptance of offer" have been submitted with the technical bid.	
4.	<b>Confirm</b> that there is no technical deviation and specification of offered product is same as per tender specification	
<b>Vendor Compliance to Commercial Conditions</b>		
1.	<b>Confirm</b> that you are a OEM OR Authorized dealer of Instrument as per Annexure –I submit authorization letter along with your bid	
2.	<b>Confirm</b> that the Prices shall be FIRM and FIXED till complete execution of order and shall not be subject to variation on any account	
3.	<b>Confirm unconditionally</b> that your quotation is valid for acceptance up to 6 months from the closing date of this enquiry	
4.	<b>Please note</b> that Packaging & Forwarding charges or any other charges should be included in Price Bid. The total price of all items put together will be considered for price evaluation.	
5.	<b>Excise Duty</b> – It may please be noted that National Institute for Plant Biotechnology, New Delhi is registered with the <b>DSIR</b> for the purpose of availing the Central Excise Duty exemption in terms of Govt. Notification No.51/96-Customs dated <b>23.07.1996</b> and <b>No.10/97-Central Excise dated 01.03.1997</b> . The Exemption Certificate along with the copy of Certificate of Registration (if required) can be obtained on demand and would be provided to the successful bidder as and when asked for.	

7.	<b>Custom Duty</b> - The Institute is eligible for and can provide necessary documentation for Custom and Octroi exemption on demand, if permitted under rule.	
8.	<b>Please confirm</b> that your firm have not been banned or delisted by any Government or Quasi Government agencies or PSUs. This does not necessarily be the cause for disqualification. <b>However, if this declaration is not furnished the bid may be rejected as non-responsive.</b>	
9.	If your response to point no. 8 above is “Banned/Delisted”, please provide details of such banning / delisting such as (i) Banned / Delisted by ..... (Name of Office) and (ii) Validity of such delisting / banning.	
10.	<b>Confirm unconditional acceptance</b> that any bidder making a false claim would have its contract terminated forthwith, if detected later.	
11.	<b>Confirm that</b> you shall supply the requisite operation/maintenance manual with the Instrument as at Annexure - I	
12.	<b>Confirm unconditional acceptance</b> of 3 years of non-comprehensive services warranty	

**TENDERER’S NAME & SIGNATURE WITH SEAL**

**On the Letterhead of the Vendor/Contractor/Supplier Details**

Date:

To,  
The Asst. Administrative Officer,  
ICAR-National Institute for Plant Biotechnology  
L.B.S. Building, Pusa Campus,  
New Delhi – 110012.

Dear Sir,

We hereby give our consent to accept the related payments of our claims/bills on NIPB through Cheques or Internet based online E-Payments system at the sole discretion of NIPB. Our Bank account details for the said purpose are as under:

<b><u>A. Vendor Details:</u></b>	
1. Name (As per the Bank Records)	
2. Address	
3. PAN No.	
4. GST No.	
5. LST No.	
6. CIN No.	
7. E-mail ID	
8. Phone Number	
<b><u>B. Particulars of Bank Account:</u></b>	
1. Bank Name	
2. Branch Name/Branch Code	
3. Branch Address	
4. 9 Digit MICR No. of Bank and Branch( As appearing on the cheque)	
5. Account Type (Savings/Cash credit/Current)	
6. Account Number (as appearing on the cheque book)	
7. IFSC Code of the Branch (For RTGS)	
8. IFSC Code of the Branch (For NEFT)	

Please attach a blank copy of a cancelled cheque/photocopy of a cancelled cheque issued by your Bank relating to the above account number for verifying the accuracy of the 9 digit MICR code number.

I/We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the user Institution responsible.

Date :

Signature/Seal of Firm

Phone No:

Certified that the particulars furnished above are correct as per our records.

Date :

Company's Authorized Signatory

Phone No:

**Encl: Photocopy of cheque duly cancelled and copy of Indian PAN Card.**



**(Undertaking from Tenderers)**

To,  
The Asst. Administrative Officer,  
ICAR-National Institute for Plant Biotechnology,  
R. No -231, L B S Building, IARI Campus,  
New Delhi – 110012

Sir,

Nature of Goods/Equipment's/instruments/Supply/Installation/ goods as mentioned at Annexure-I at NIPB, New Delhi-110 012
--

Having examined and perused the following documents:

1. Notice Inviting Tender
2. General Instruction to the Tenderers
3. Commercial and General Terms & Conditions
4. Technical Specifications of the Equipments (Annexure – I) for which tender is issued
5. Price Bid

I/We .....do hereby submit tender in prescribed formats for Supply and Installation of Instruments to NIPB, New Delhi-110 012, completed in all respects in accordance with the conditions applicable.

- I. **ADDITIONAL PURCHASE/WORK ORDER:** We understand that the NIPB New Delhi, New Delhi, in case of the requirements may also place repeat purchase order/work order on the company. In such cases, we shall accept and execute all the purchase/work order placed on us by NIPB New Delhi, New Delhi.
- II. **BID PRICING:** We further declare that the prices stated in our proposal are in accordance with your Terms & Conditions in the bidding document. We further understand that the quantities as specified in this Tender may increase or decrease at the time of Award of Purchase Order as per the requirements of NIPB New Delhi, New Delhi.
- III. **QUALIFYING DATA:** We confirm that we satisfy the qualifying criteria and have attached the requisite documents as documentary proofs. In case you require any further information/documentary proof in this regard during evaluation of our bid, we agree to furnish the same in time to your satisfaction.
- IV. **CONTRACT PERFORMANCE SECURITY:** We hereby declare that in case the contract is awarded to us, we shall submit the performance Guarantee Bond in the form of DD Bank Guarantee for the amount of 03% of the total order value.
- V. **PAYMENT TERMS:** We hereby declare that in case the contract is awarded to us, we agree with payment terms specified in the tender documents.

## **VI. CERTIFICATE AND DECLARATION:**

- a) I/We certify that no addition/modification/alteration has been made in the Original Tender Document. If at any stage addition /modification /alteration is noticed in the Original Document, I/We will abide by the terms and conditions contained in the original tender document, failing which NIPB New Delhi reserves the right to reject the tender and/or cancel the contract.
- b) It has been certified that all information provided in tender form is true and correct to the best of my knowledge and belief. We hereby declare that our proposal is made in good faith, without collusion or fraud. No forged /tampered document(s) are produced with tender form for gaining unlawful advantage. We understand that NIPB New Delhi is authorized to make enquiry to establish the facts claimed and obtained confidential reports from clients.
- c) In case it is established that any information provided by us is false / misleading or in the circumstances where it is found that we have made any wrong claims. Further NIPB New Delhi is also authorized to blacklist our firm/company/agency and debar us in participating in any tender/bid in future.
- d) I / We assure the Institute that neither I/We, nor any of my /our workers, will do any act which is improper / illegal during the execution in case the tender is awarded to us.
- e) I / We assure the Institute that I / We will NOT be outsourcing any work specified in the tender document, to any other firm.
- f) Neither I/We, nor anybody on my /our behalf will indulge in any corrupt activities /practices in my /our dealing with the Institute.
- g) Our Firm / Company / Agency has not been blacklisted or banned by any Govt. Department, PSU, University, Autonomous Institute or any other Govt. Organization.
- h) I/We certify that, I have understood all the terms & conditions as indicated in enquiry of the tender document, and hereby accept all the same completely.
- i) I/We, further certify that I/We, possess all the statutory /non-statutory registrations, permissions, approvals, etc., from the Competent Authority for providing the requisite services.
- j) We understand that you are not bound to accept the lowest or any bid you may receive.
- k) I/We hereby declare that this tender on acceptance communicated by you shall constitute a valid and binding contract between us and I/We agree to abide by and fulfill all the terms and conditions in the tender documents.
- l) I/We distinctly agree that I/We would hereafter make no claim or demand upon the NIPB, New Delhi based upon or arising out of any alleged misunderstanding or misconceptions or mistake on my/our part of the said stipulations, restrictions and conditions.

m) Any notice required to be served on me/us shall be sufficiently served on me/us by post (registered or ordinary) or courier or left at my/our address furnished herein. I/We fully understand the terms and conditions in the tender documents.

Dated this.....day of.....2016

**TENDERER'S NAME & SIGNATURE WITH SEAL**

**National Institute for Plant Biotechnology  
(Indian Council of Agricultural Research)  
Department of Agricultural Research and Education (DARE),  
Ministry of Agriculture, Govt. of India  
L B S Building, IARI Campus,  
New Delhi–110012.**

**CHECKLIST**

**Name of Bidder** :

**Name of Manufacturer** :

<b>S. No.</b>	<b>Activity</b>	<b>Yes/No/NA</b>	<b>Documents to be uploaded</b>	<b>Page No. in the uploaded Tender Docs.</b>
1.	Bid Security Declaration as per Annexure X		Scanned copy to be uploaded	
2.	Have you enclosed duly filled Tender form as per the Annexure?			
3.	Have you enclosed clause-by-clause technical compliance statement for the quoted goods vis-à-vis the Technical Specifications?		To be uploaded	
4.	In case of technical deviations in the compliance statement, have you identified and marked the deviations?		To be uploaded	
5.	Have you submitted satisfactory performance certificate as mentioned in General and Commercial Terms and Conditions?		To be uploaded	
6.	Have you submitted copy of the order(s) and end user certificate?		To be uploaded	
7.	Have you enclosed catalogue, leaflet, and brochure with full details of quoted items?		To be uploaded	
8.	Is your bid valid for 6 Months from the date of opening of Technical Bid?			
9.	In case of Indian Bidder, have you furnished Income Tax Account No. as allotted by the Income Tax Department of Government of India?		To be uploaded	
10.	Have you submitted Manufacturer's authorization letter?		To be uploaded	
11.	Have you mentioned the name and full address of your Banker (s) along with your Account Number, IFCS Code of the Bank/Branch?		To be uploaded	
12.	Have you fully accepted delivery period as per Tender document?			
13.	Have you submitted the certificate of incorporation?		To be uploaded	
14.	Have you accepted the warranty terms as mentioned in the Tender document?			

15.	Have you accepted terms and conditions of Tender document?			
16.	Have you furnished documents establishing your eligibility & qualification criteria as per Tender document?		To be uploaded	
17.	Have you submitted an affidavit that the firm has not been black listed in the past by any Organization?		To be Uploaded	
18.	Have you submitted an affidavit that the firm is not supplying the same item at the lower rate quoted in the tender to any Govt. Organization or any other Institute (Fall Clause).		To be uploaded	

**Note:**

1. All pages of the Tender should be page numbered and indexed.
  2. The Bidder may go through the checklist and ensure that all the documents/confirmations listed above are enclosed in the tender and no column is left blank. If any column is not applicable, it may be filled up as NA.
  3. It is the responsibility of the tenderer to go through the Tender document to ensure furnishing of all information/required documents in addition to above, if any.
- 

**(Signature with Date)**

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**(Full name, designation & address of the person duly authorized sign on behalf of the Bidder)  
For and on behalf of**

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**(Name, address and Stamp of the tendering firm)**

**AFFIDAVIT REGARDING BLACKLISTING/ NON-BLACKLISTING FROM  
TAKING PART IN GOVT.TENDER**

**BY DOT/GOVT. DEPT**

**(To be executed on Rs.10/- Stamp paper & attested by Public Notary/Executive  
Magistrate by the bidder)**

I / We Proprietor/ Partner(s)/ Director(s) of M/S. \_\_\_\_\_ hereby declare that the firm/company namely M/S. \_\_\_\_\_ has not been blacklisted or debarred in the past by NIPB New Delhi or any other Government organization from taking part in Government tenders.

**Or**

I / We Proprietor/ Partner(s)/ Director(s) of M/S. \_\_\_\_\_ hereby declare that the firm/company namely M/S. \_\_\_\_\_ was blacklisted or debarred by NIPB New Delhi, or any other Government Department from taking part in Government tenders for a period of \_\_\_\_\_ years w.e.f. \_\_\_\_\_.

The period is over on \_\_\_\_\_ and now the firm/company is entitled to take part in Government tenders. In case the above information found false I/We are fully aware that the tender/ contract will be rejected/cancelled by NIPB New Delhi, and EMD/SD shall be forfeited. In addition to the above, NIPB New Delhi, will not be responsible to pay the bills for any completed/ partially completed work.

**Signature** \_\_\_\_\_

**Name** \_\_\_\_\_

**Capacity in which assigned:** \_\_\_\_\_

**Name & address of the firm:** \_\_\_\_\_

**Date:**

**Signature of Bidder with Seal.**

**Benefits to Micro and Small Enterprises (MSEs)**

With reference to the Order of the Ministry of MSME, under the Public Procurement Policy March 2012, Micro and Small Enterprises shall be entitled for benefits, subject to terms and conditions, as under:

1) **Qualifying Criteria for MSEs, SC/ST Vendors:**

a. MSE bidders must submit registration certificates from any of the following (or any other body specified by the Ministry of MSME):

- ➡ National Small Industries Corporation (NSIC)
- ➡ District Industries Centres (DIC)
- ➡ Coir Board
- ➡ Khadi and Village Industries Commission (KVIC)
- ➡ Khadi and Village Industries Board (KVIB)
- ➡ Project Directorate of Handicrafts and Handloom

b. SC/ST owned enterprises (i.e. SC/ST proprietorship, or holding minimum 51% shares in case of Partnership/Private Limited Company NIPBs) shall additionally submit relevant SC/ST certificates issued by any of the following:

- ➡ District/Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/Deputy Collector/1<sup>st</sup> Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/ Extra Assistant Commissioner
- ➡ Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate
- ➡ Revenue Officer not below the rank of Tahsildar
- ➡ Sub-Divisional Officer of the area where the individual and/or his family normally resides

c. The registration shall be valid as on date of placement of order. A self-attested photocopy of the relevant certificate shall be submitted as a support document.

d. The registration must be for the items/category of items/services relevant to the tendered items/category of items/services.

2) **Purchase Preference for MSE:**

In tenders, where the L-1 (evaluated price) bidder is a non-MSE, up to 20% of the tendered quantity shall be allowed to be supplied by participating MSEs provided that the tendered quantity is divisible into two or more orders and adequate for the purpose; all qualifying bidders have agreed for acceptance of part-order quantity and participating MSE matches the L1 rate.

A share of 4% out of this 20% shall be allowed to be supplied by participating MSEs owned by Scheduled Cast/Scheduled Tribe Entrepreneurs. In the case of an SC/ST owned MSE failing to participate in the tender or not meeting the tender requirements, this 4% sub-target shall be met by other participating MSEs. The above shall be subject to that the participating MSE (including SC/ST) bidders shall have quoted a price within +15% of the L1 bid price and further that they shall agree to match their quoted price with the L1 price.

In case that two or more MSEs are within the L1 + 15% band, all such MSEs will be offered the opportunity to match the L1 rate and 20% of the order will be shared equally by them.

Where the MSE is SC/ST owned, they shall be exclusively awarded a share of 4% of the above 20% in addition to equally sharing the balance 16% with other non-SC/ST MSEs. In case of more than one SC/ST MSE matching the L1 price, they shall equally share 4% of the order, and additionally share the balance 16% with other non-SC/ST MSE bidders.

**3) Exemption from Earnest Money Deposit (EMD) / Tender cost and Security Deposit (SD) for MSE:**

- a. Tenders shall be provided free of cost and tender documents are downloadable from the websites of NIPB (<http://www.NIPB.res.in>) and the Central Public Procurement Portal (CPPP) (<http://www.eprocure.gov.in/epublish/app>)
- b. MSE units qualifying as at (point no. 1) above shall be exempt from paying EMD.
- c. Additionally, MSEs registered with NSIC shall be exempt from paying Security Deposit up to the monetary limit mentioned in the certificate.



**Bid Submission**

**Online Bid Submission:**

The Online bids (complete in all respect) must be uploaded online in Two Covers as explained below: -

<b><u>COVER - I</u></b>			
(Following documents to be provided as single PDF file)			
<b>S.No.</b>	<b>Documents</b>	<b>Content</b>	<b>File Types</b>
1.	Technical Bid	Compliance Sheet with Technical supporting documents as per specifications mentioned in (Annexure – I)	.PDF
2.		Agreed Terms and Conditions as per (Annexure – II)	.PDF
3.		Vendor Details as per (Annexure – III)	.PDF
4.		Undertaking from Tenderer as per (Annexure – IV)	.PDF
5.		Checklist (Annexure – V)	.PDF
6.		Affidavit Regarding Blacklisting (Annexure – VI)	.PDF
7.		Benefits to MSE's (Annexure – VII)	.PDF
8.		Online Bid Submission Details (Annexure – VIII)	.PDF
<b><u>COVER – II</u></b>			
<b>S.No.</b>	<b>Types</b>	<b>Content</b>	
1.	Financial Bid	Price bid (BOQ) may be submitted as an BOQ for item quoted as per ANNEXURE – I	EXCEL

**TENDERER'S NAME & SIGNATURE WITH SEAL**

**Essential Criteria for opening of financial bid****CHECK LIST OF DOCUMENTS TO BE UPLOADED FOR CONSIDERING OF  
OPENING OF FINANCIAL BID.**

<b>S.No.</b>	<b>Particulars</b>	<b>Along with page no. on the bid document</b>
1.	Self-attested copy of valid Firm Registration certificate with the appropriate authority.	
2.	Bid Security Declaration as per Annexure X	
3.	Copy of GSTIN Number Registration.	
4.	Copy of PAN No.	
5.	Minimum AVERAGE ANNUAL TURNOVER of Rs. 50 lakhs in the last 3 financial years (2020-21, 2019-20, 2018-19, CA certificate to be enclosed) and no need to submit balance sheet for the same.	
6.	Bidder/Tenderer must provide the information on the HPC and similar nature of supply/works completed successfully & satisfactory. 10 minimum installation report or Bidder/Tenderer must submit satisfactory documentary proof Report from GoI entity/PSU/Autonomous Bodies.	
7.	List of Organizations/Customers dealt by them with copy of satisfactory document along with, name of user, address, phone number & e-mail etc.	
8.	Bidder/Agent who quotes for goods manufactured by other manufacturer shall furnish copy of valid Manufacturer's Authorization certificate or Authorized Dealer Certificate to tenderer and single Authorization by a particular firm	
9.	Non-Blacklisting certificate on non-judicial stamp paper of Rs. 10/- that the firm has not been black listed in the past by any organization.	
10.	Proof of Service centre/office should be in Delhi/NCR and service within 24 hrs.	
11.	Specification Brochure with Model No. containing all specification required	
12.	Make in India clause certification (As per Govt. of India, Ministry of Commerce and Industry, Department of Promotion of Industry and Internal Trade, Order no. P-45021/2/2017-PP(BE-II) dated 04/06/2020)	
13.	MSME Certificate, if any	

14.	Tender document duly signed and stamped by Authorized representative of the bidder	
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\* Scanned copy EMD/NSIS/SSI/exemption copy be upload and head copy be submitted to office.

**Note: - All documentary proof to be enclosed for above items failing which, quotation will be rejected forthwith.**

I hereby agree to abide by all the terms and condition of the tender document.

(on letter head of the firm)

**Bid-Security Declaration**

To

Director,

ICAR-National Institute for Plant Biotechnology,

Pusa Campus, New Delhi-110012

Reference: (1) Enquiry No. \_\_\_\_\_ of ICAR-NIPB,

(2) Our Bid No. \_\_\_\_\_ dt.

I/We , ..... irrevocably declare as under:

I/We understand that, as per Clause .....of Tender/bid conditions, bids must be supported by a Bid Security Declaration in lieu of Earnest Money Deposit.

I/We hereby accept that I/We may be disqualified from bidding for any contract with you for a period of Three years from the date of disqualification as may be notified by you (without prejudice to NIPB's rights to claim damages or any other legal recourse) if,

1) I am /We are in a breach of any of the obligations under the bid conditions,

2) I/We have withdrawn or unilaterally modified/amended/revised, my/our Bid during the bid validity period specified in the form of Bid or extended period, if any.

3) On acceptance of our bid by ICAR-NIPB, I/we failed to deposit the prescribed Security Deposit or fails to execute the agreement or fails to commence the execution of the work in accordance with the terms and conditions and within the specified time.

Signature:

Name & designation of the authorized person signing the Bid-Securing Declaration Form:

Duly authorized to sign the bid for and on behalf of: \_\_\_\_\_ (complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ month, \_\_\_\_\_ year.

## **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 DSCs 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 tender fee / 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 (ie 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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