



राष्ट्रीय वनस्पति स्वास्थ्य प्रबंधन संस्थान

National Institute of Plant Health Management

कृषि एवं सहकारिता विभाग, कृषि एवं किसान कल्याण मंत्रालय, भारत सरकार

Department of Agriculture & Cooperation

Ministry of Agriculture & Farmers Welfare, Government of India

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F.No. 16/111/Proc. CRM/2017-18/22

Date: 12.01.2018

इ-निविदा सूचना

e-(RE) TENDER NOTICE

Sub: Invitation of **Online bids through e-procurement system in Two bid** for supply of **Certified Reference Materials (Pesticide Standards)** for the year 2017-18 – Reg.

* * *

Sir/Madam,

National Institute of Plant Health Management (NIPHM) an autonomous Institute under Ministry of Agriculture & Farmers Welfare, Govt. of India invites '**Online bids through e-procurement system (<https://eprocure.gov.in/eprocure/>) for supply of Certified Reference (Pesticide Standards) Materials for the year 2017-18**' in '**Two bid**' system from the reputed manufacturers/authorized distributors/dealers. The list of items & tentative quantities mentioned in the Annexure-II enclosed. The quantity of items may increase or decrease at the time of award of purchase order depending on the actual need/requirement of NIPHM to an extent of $\pm 50\%$.

The schedule of receipt and opening of quotations is as under:-

1. **Last Date & Time for submission of online bids** 15:00 hrs on 29.01.2018
2. **Date & Time for Opening online bids (Technical bids)** 16:00 hrs on 30.01.2018

Note:

1. Copy of Tender document is available in CPP Portal (URL: <https://eprocure.gov.in/eprocure/>) and NIPHM, Hyderabad website (URL: <https://niphm.gov.in>). Corrigendum/addendum, if any, will be published only in the website and separate communication will not be sent for the same.
2. Instructions regarding submission of online bids are available at URL: <https://eprocure.gov.in/eprocure/>
3. **Bids should be submitted through online only. Manual / physical bids will not be accepted.**
4. On submission of online bid, please intimated the same to the e-mail ID: niphm@nic.in

REGISTRAR

1. SUBMISSION OF TENDER THROUGH ONLINE:

The Tender proposes two stage tender systems viz. (1) **Technical Bid** and (2) **Price Bid**.

I	Technical Bid (Cover-1)	:	Bidders are requested to upload the required scanned copies of files as per the following:
	File-1	:	Profile of the Company/Firm – stating whether the firm is partnership/registered under the Companies Act along with its necessary enclosures. Scanned copy of Company/Firm Information (filled & signed) as per Annexure – I
	File-2	:	Proofs in support of eligibility criteria as per the tender. Scanned copies of the documents / information (filled & signed) as per the ‘Eligibility Criteria’ Clause – 4
	File-3	:	Scanned copy of Technical compliance sheet (filled & signed) for the item mentioned at Annexure – II
	File-4	:	Authorization letter and undertaking (as per Annexure-IV and Annexure-V) from the Competent Authority of the Company to sign this Tender document. Documents received without such authorization will not be considered for further processing. This is not applicable if the proprietor signs himself as competent authority.

Details to be furnished in the Envelope-B i.e., Price Bid

I	Price Bid (Cover-2)	:	Bidders are requested to upload the required scanned copies of files as per the following:
	File-1	:	Scanned copy of Price Bid (filled & signed) as per Annexure – III

Note:

1. The Bidders should furnish the location with addresses and license details of the firm.
2. The Bidders shall furnish as part of the bid, documents establishing the Bidders eligibility to bid and its qualifications to perform the Contract if their tender is accepted.
3. The documentary evidence of the Bidder's qualifications shall be established to the satisfaction of NIPHM. However, the decision of Director General, NIPHM will be final in this regard.

2. Preamble of Tender

National Institute of Plant Health Management, an autonomous Institute under Ministry of Agriculture & Farmers Welfare, Govt. of India is mandated to promote environmentally sustainable Plant Health Management Practices in diverse and changing agro-climatic conditions and provide policy support to Central and State Government on Plant Health Management, Sanitary and Phyto-sanitary issues and emerging bio-security challenges.

For smooth and efficient functioning of the office NIPHM invites ‘**Sealed Bids**’ under ‘**two cover system**’ for supply of **Certified Reference Materials (Pesticide Standards)** from Registered or Licensed Agencies/Firms/Organizations dealing in such items.

3. GENERAL INSTRUCTIONS:

- a. The Bidders are requested to examine the instructions, terms & conditions and specifications given in the Tender. Failure to furnish requisite information in all respects may result in rejection of the bid.
- b. Any offer made in responses to this tender when accepted by NIPHM will constitute a contract between the parties.
- c. The Contract shall be interpreted under Indian laws and all disputes will be resolved **within Jurisdiction of Hyderabad**. In case of any dispute, the decision of NIPHM, Hyderabad shall be final and binding.
- d. The supplier will be fully responsible for any loss in transit and will also be responsible for safe delivery of the goods/stores in good conditions at NIPHM.
- e. The quantity of items may increase or decrease at the time of award of purchase order depending on the actual need/requirement of NIPHM to an extent of $\pm 50\%$.
- f. The quoted price should be valid till 31st March, 2019. The NIPHM reserves the right to accept or reject any part/full of the quotation without assigning any reasons whatsoever.

4. CLARIFICATIONS IN THE TENDER

- a. A prospective Bidder requiring any clarification regarding the Tender may address the Tender Inviting Authority through online up to 6 days prior to the last date. NIPHM will respond in writing to any request for clarification in the Tender.
- b. The responses to the clarifications will also be notified on NIPHM's website <http://niphm.gov.in> and <https://eprocure.gov.in/eprocure/>

I. Amendments to the Tender

- a. NIPHM may amend the Tender Conditions up to 5 days prior to the time fixed for receipt of the Tender.
- b. Amendment to the tender, in response to clarifications sought by prospective Bidders, is solely at the discretion of NIPHM. Such amendments will be notified on NIPHM's website and CPP Portal <https://eprocure.gov.in/eprocure/>
- c. NIPHM, at its discretion, may or may not extend the due date and time for the submission of bids on account of amendments. Extension of time will be notified on NIPHM's website and CPP Portal <https://eprocure.gov.in/eprocure/>
- d. All the Bidders are advised to periodically browse NIPHM website <http://niphm.gov.in> and CPP Portal <https://eprocure.gov.in/eprocure/> for any amendments or corrigenda issued in connection with this Tender. NIPHM will not be responsible for any misinterpretation of the provisions of this tender document on account of the Bidders' failure to update the bid documents based on changes announced through the website.

II. The supplier shall not be entitled to any increase in the rates.

III. The agency shall not transfer or assign sub-contract to any other party.

IV. The Price should be quoted only in Indian Rupees.

V. NIPHM NOT BOUND BY ANY PERSONAL REPRESENTATION

The supplier shall not be entitled to any increase in the rates or any other right or claim whatsoever by any representation, explanation or statement or alleged representation, promise or guarantee give or alleged to have been given to him by any person of the NIPHM.

VI. Indemnity: The Contractor shall warrant and be deemed to have warranted that all goods supplied against this contract are free and clean of infringement of any Patent, copy right or trade mark and shall at all times indemnify the Purchaser against all claims which may be made in respect of the goods for infringement of any right protected by patent.

VII. The employees of the NIPHM and their near relatives *i.e. (i) spouse of the individual; (ii) brother or sister of the individual; (iii) brother or sister of the spouse of the individual; (iv) brother or sister of either of the parents of the individual; (v) any lineal ascendant or descendant of the individual; (vi) any lineal ascendant or descendant of the spouse of the individual; (vii) spouse of the person referred to in above (ii) to (vi);]* are not entitled to participate in this tender. If it is noticed at a later date that this condition is violated, the agreement in consequence of this tender is liable to be cancelled forthwith apart from legal action.

VIII. Corrupt or Fraudulent Practices: Bidders should observe the highest standard of ethics during the procurement and execution of such contracts.

“Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of public official in the procurement process or in contract execution, and

“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 bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition.

NIPHM will reject a proposal for award if it is found that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

IX FORCE MAJEURE CONDITIONS: If at times during the continuance of the Agreement/Contract, it becomes impossible by reason of war or war- like operations, epidemics, pestilence, earthquake, fire storm or floods, the firm shall during the continuance of such contingencies not be bound to execute the contract as per the agreement/contract.

The work shall be resumed immediately after the contingency/cies has/have ceased otherwise determined and the Successful Bidders obligations shall continue to be in force for correspondingly extended period after the resumption of execution. The successful Bidders shall however inform the NIPHM by registered post/fax about such Act duly certified by the commissioner of Labour at the beginning and end of the above causes of delay within 10 (ten) days of occurrence and cessation of such Force Majeure conditions.

In the event of delay lasting over one month, if arising out of cause of Force Majeure, the NIPHM reserves the right to cancel the contract without any compensation. Only events of Force Majeure which affects the order progressing at the time of its occurrence shall be taken in to cognizance. The NIPHM shall not be liable to pay extra costs due to delayed supplies made under Force Majeure.

X DISPUTES AND ARBITRATION:

- a) All matters relation to any dispute which may arise during the execution of the contract shall be referred to Arbitration of an Arbitrator to be mutually agreed upon between the parties. On the whole, provisions of the Arbitration and Conciliation Act, 1996 shall prevail.
- b) The venue of such Arbitration shall be at Hyderabad only. Arbitration suits or any other claims filed in any Court of Law outside Hyderabad City will not be binding on NIPHM.

XI JURISDICTION: Subject to the above Clause, it is hereby agreed that Hyderabad City shall have jurisdiction to decide or adjudicate upon any dispute which may arise out of or be in connection with this contract agreement. The contract shall be governed by the Laws of Union of India/Government of Telangana in force.

5. पात्रता मानदंड/ ELIGIBILITY CRITERIA:

निविदाकारों को निविदा को कोटिंग करने के लिए निम्नलिखित पात्रता मानदंड को पूरा करना होगा एवं खंड-1 के अनुसार अपनी पात्रता प्रमाणित करने के लिए स्कैन हुई दस्तावेजों की प्रतियां अपलोड की जानी चाहिए।

The Bidders should meet the following Eligibility Criteria for quoting the tender and the scanned document copies to prove their Eligibility should be uploaded as per the Clause-1.

Sl. N	Minimum Eligibility Criteria	Proof to be submitted for fulfilling the Eligibility
1	बोली लगाने वाला मद का विनिर्माता या प्राधिकृत डीलर/एजेंट होगा। The Bidder shall be a manufacturer of the items or an Authorized Dealer/Agent	कंपनी या डीलर का पंजीकरण प्रमाणपत्र/एजेंट प्रमाणपत्र Registration Certificate of the Company or Dealer/Agent Certificate
2	कंपनी/प्रतिष्ठान को ऐसे तरह की मदों की व्यवसाय/आपूर्ति करने से संबंधित दिनांक 31-03-2017 तक कम से कम 3 वर्षों का अनुभव होना चाहिए। The firm should have at least 3 years' experience in dealing/supplying such items as on 31-03-2017.	ऐसे दस्तावेज (कार्य आदेश) प्रमाणित करता हो, कि कंपनी/प्रतिष्ठान के पास इस तरह की मदों की आपूर्ति करने से संबंधित 3 वर्षों का अनुभव है। Documents (work orders) to prove that the company / firm have supplied such items in their business for 3 years.
3	विनिर्माता के सकल वार्षिक कारोबार के संबंध में पिछले 03 वर्षों की अवधि के दौरान में से कम से कम 1 वर्ष का कारोबार रु. 1 crore होना चाहिए। In respect of manufacturers gross annual turnover of Rs. 1 crore at least for one year during last three financial years प्राधिकृत डीलर के संबंध में विनिर्माता के कारोबार (टर्नओवर) को शामिल किया जाएगा। In respect of authorized dealer, the turnover of the manufacturer will be taken into account. अन्य बिडरों के संबंध में वार्षिक सकल टर्नओवर पिछले तीन वर्षों में कम से कम 1 वर्ष की अवधि के लिए कम से कम रु. 80 लाख (रुपए-बीस लाख मात्र) होना चाहिए। In respect of other bidders the annual gross turnover should be at least Rs. 80.00 lakhs (Rupees Twenty Lakhs only) at least for one year during last three years एमएसएमई एवं राष्ट्रीय लघु उद्योग निगम के साथ पंजीकृत आपूर्तिकर्ताओं के लिए टर्नओवर लागू नहीं है। Turnover is not applicable to registered suppliers with MSME/NSIC registered Units	विधिवत तौर पर हस्ताक्षरित वार्षिक लेखा की प्रति/सनद लेखाकार द्वारा प्रमाणित Copies of Annual Accounts duly signed and attested by a Chartered accountant may be enclosed for FY 2014-15, FY 2015-16 & FY 2016-17.
4	दिनांक 31-03-2017 को समाप्त वर्ष में कंपनी का आयकर निर्धारण कम से कम पिछले तीन वित्तीय वर्षों का चाहिए। The firm should be income tax assessee for a period of at least three years ended 31-03-2017.	आयकर विवरणी की पावती की प्रतियां स्व अनुप्रमाणित एवं कंपनी का पैन कार्ड संलग्न होना चाहिए। Self-attested copies of the acknowledgments of Income tax returns for AY 2015-16 ,AY 2016-17 & AY 2017-18 and PAN Card of the firm should be enclosed.
5	वस्तु एं सेवा कर के तहत पंजीकृत होना चाहिए। The firm should be registered under GST.	जीएसटी प्रमाणपत्र की स्व अनुप्रमाणित प्रति Self-attested copy of the Registration Certificate GST.
6	यदि कोई बोली लगाने वाला विभिन्न मदों के लिए एक या अधिक विनिर्माता की ओर से बोली लगाता है, तो उसे उन विनिर्माताओं के प्राधिकृत डीलर/एजेंट होना चाहिए। In case a bidder bids on behalf of more than one Manufacturer for different items, he should be an Authorized Dealer/Agent for those manufacturers.	प्रत्येक विनिर्माता से डीलरशिप/एजेंट प्रमाणपत्र Dealership/Agent Certificate from each manufacturer.
7	बयाना जमा राशि Earnest Money Deposit	Demand Draft or Bankers Cheque bearing No. _____ Dated _____ for Rs. 75,000/- drawn in favour of 'NATIONAL INSTITUTE OF PLANT HEALTH MANAGEMENT', Hyderabad.

6. SCOPE OF THE WORK, TERMS OF SUPPLY AND PRICE BID VALIDITY:

- a. To supply quality products which substantially match the specifications laid down by NIPHM. The specifications of items offered shall be mentioned in the comparative statement vide Annexure – II.
- b. **The expiry date for CRMS should not be less than 2 years from the date of Supply.**
- c. The items to be supplied should be of standard quality.
- d. Director General, NIPHM reserves the right to reject any or all the quotations received without assigning any reason whatsoever.
- e. **Terms of Supply:** The firm should supply the items **within 3 weeks** from the date of purchase order.
- f. **Price Bid Validity: Bids shall remain valid till 31st March 2019 from the date of opening of Price bid.** However, the purchaser reserves the right to seek consent for an extension of the period of validity.

7. **TENDER COST:** The Tender document can be downloaded from NIPHM website at free of cost.

8. SIGNING OF BIDS

Individual signing the tender or other documents connected with contract must specify whether he / she signs as:

- i) *A “Sole proprietor” of the concern or constituted attorney of such sole proprietor;*
 - ii) *A partner of the firm, if it is a partnership firm in which case he must have authority to execute on behalf of the firm.*
 - iii) *Director or a Principal Officer duly authorized by the Board of Directors of the Company, if it is a Company.*
- a. The bids shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorised to bind the Bidder to the Contract. **Bidders are requested to sign each and every page of the tender document including Annexure(s) attached thereto.**
 - b. Any alterations, erasures shall be treated valid only if they are authenticated by full signature by the person or persons authorised to sign the bid. Tender documents should be free from over writing.

9. ACCEPTANCE OF TENDER / CONDITIONS OF THE CONTRACT

- a. The final acceptance of the Tender is entirely vested with NIPHM which reserves the right to accept or reject any or all of the Tenders in full or in part.
- b. After acceptance of the Tender by NIPHM, the Bidder shall have no right to withdraw his Tender and **Prices payable to the Supplier as stated in the Contract shall be final and not subject to any adjustment during performance of the Contract.**
- c. The Tender accepting authority may also reject all the Tenders for reasons such as changes in the scope of work, lack of anticipated financial resources, court orders, accidents or calamities and other unforeseen circumstances.
- d. After acceptance of the Tender, NIPHM would issue Letter of Acceptance (LOA)/award the purchase order only to the Successful Bidder. NIPHM also reserve the right to issue Purchase Orders to more than one Bidder. The letter of acceptance will include the details along with terms and conditions of the tender.
- e. If a Tenderer withdraws the tender after the closing date specified in the tender (or) in the case of the Successful Tenderer failing to supply the items as per specification mentioned in the purchase order or does not accept the purchase order for any reason, whatsoever, penalty of 5% of value of order shall be imposed/levied as liquidated damages.

10. REJECTION OF TENDER:NIPHM also reserves the right to reject/cancel the tender without assigning any reason thereof.

11. RATES AND PRICES:

- a. Bidders should quote the rates in the format given in the Price Bid - Annexure – III. Incomplete bids will summarily be rejected. All corrections and alterations in the entries of tender papers shall have to be signed in full by the Bidder with date. No erasing or over writings are permissible. Price quoted shall be firm and any variation in rates, prices or terms during validity of the bid shall result in forfeiture of EMD.
- b. The rates quoted should be inclusive of all taxes and charges such as GST, Octroi, packing, forwarding, insurance and loading, unloading, freight and clearance etc. Price quoted in the price bid shall be final and no further claims over and above the price quoted by the bidder shall be payable by NIPHM unless and otherwise agreed mutually in writing and bidder should undertake to supply goods at NIPHM at his cost.
- c. The GST taxes where legally leviable and intended to be claimed should be distinctly shown along with the price quoted. Where this is not done it will be treated that the price is inclusive of GST. GST registration No. and date of its validity should be indicated. The firm must quote their TIN No. , PAN No., (IT returns) etc. in the quotation (attested copies to be enclosed).
- d. The rates should be mentioned clearly in both figures and words for each item in the quotation. If there is any variation in figures and words, rates quoted in words will be taken in to consideration. The overwriting, cutting, erasing, if any should clearly be indicated duly attested.
- e. The Price should be quoted only in Indian Rupees.

12. PAYMENT OF PERFORMANCE SECURITY (PS):

The Successful firm(s) shall require to deposit 5% of the order value as Security deposit/Performance Security either by means of demand draft or bankers Cheque or Bank Guarantee from any nationalized/Scheduled banks in favour of National Institute of Plant Health Management (NIPHM), Hyderabad which should be valid beyond 60 days from the date of completion of all contractual obligations of the supplier including warranty obligation. The security deposit will be released/discharged after 60 days of completion all contractual obligations of the supplier including warranty obligation.

13. EMD Amount and Mode of Submission:

*The bidders should submit **Rs. 75,000/- (Rupees Seventy Five Thousand Only)** demand draft/Bankers Cheque drawn on any Nationalized bank/Scheduled Bank should be drawn in favour of “NATIONAL INSTITUTE OF PLANT HEALTH MANAGEMENT”, payable at Hyderabad-500 030 and should be submitted to the office on or before tender closing date & time. If EMD is not received by closing date & time, tender shall be rejected.*

- a) “The EMD amount of the unsuccessful Tenderers will be returned after the acceptance of the successful Tenders within a reasonable time on or before 30th day of the award of the contract.
- b) The EMD amount held by NIPHM till it is returned to the unsuccessful Tenderers will not earn any interest thereof.
- c) The EMD amount of Successful Tenderers will be adjusted as part of the Security Deposit (SD) due for successful execution of the contract.
- d) Tenders **without** EMD amount will be **rejected** by NIPHM as non-responsive. **If the tenderer is exempted from submission of EMD, he should enclose the copy of the supporting document / certificate issued by Government along with the Tender.**

- e) If a Tenderer withdraws the tender during the period of tender validity specified in the tender (or) in the case of the Successful Tenderers, if the Tenderer fails to sign the contract or to remit Security Deposit, the EMD amount shall be forfeited to the NIPHM.

14. TERMS OF PAYMENT:

Payment will be released within 30 days after supply and final acceptance by the officer to that effect.

The Supplier/firm should submit the invoice in triplicate. The invoice should contain the GST registration number and there should not be any overwriting/cuttings/corrections. An advance stamped receipt should be enclosed along with invoice.

15. LIQUIDATED DAMAGES:

If the firm fails to deliver the goods within the stipulated delivery period or any other terms as mentioned in the purchase order a penalty of 5% of value of purchase order shall be imposed/levied as liquidated damages.

16. TECHNICAL SPECIFICATIONS:

S.No.	Description	Quantity
1.	Certified Reference Material (Furnished at Annexure-II) 1. Purity % 2. NIST Traceable 3. Manufactured by organization having ISO Guide 34:2009/ ISO IEC17034 4. Supplied with the certificate of analysis from organization /laboratory having ISO17025:2005 accreditation. 5. Assurance of Quality of Reference Material by providing documented evidence of their internal and external quality assurance programme.	As mentioned in the enclosed Annexure-II

* * * * *

17. BIDDER'S PROFILE- PART-A:-**SUPPLY OF Laboratory Equipment:**

1	THE FIRM a) Name b) Regd. Address c) Address for correspondence d) <u>Contact Person's</u> i) Name & Designation ii) Address iii) Tel. No. Landline & mobile iv) Email ID	
2	Type of Firm	Sole Proprietor / Private Ltd. / Partnership / Co-operative / Public Co. (Pl. tick and enclose copy of Memorandum/Articles of Association/ Certificates of Incorporation)
3	Please mention PAN/GIR NO. & date & year of Registration. (please enclose photocopy)	
4	GST registration No. (please enclose photocopy)	
5	The annual gross turnover during last three financial years. (Please enclose copies of ITR and Audited balance sheet and P&L account etc.)	
6	Technical specifications supported by printed literature of the manufacturer, giving all the details of conformity and non conformity if any. Additional features if any with support. *	
7	The firm should be income tax assessee at least for a period of three years (Income Tax returns to be enclosed).	
8	Experience as on the last date of the submission	

* Detailed information in the form of printed brochures, catalogue, forms and formats and certificates be annexed.

Signature of authorised signatory

Name : _____

Designation _____

Seal :

18. SCHEDULE FOR REQUIREMENT OF Certified Reference Material:**Technical Specifications:**

- Pesticide Certified Reference Materials (CRMs) are required for Pesticide Residue Laboratory of NIPHM.
- **The expiry date for CRMS should not be less than 2 years from the date of Supply.**
- **The CRMs should be traceable to NIST.**
- **The CRMs should be prepared as per ISO Guide 34:2009 / ISO IEC 17034.**
- The prices may be quoted for 100 mg and 250 mg, wherever applicable, and the prices will be compared based on the standard requirement of 100 mg / 250 mg.
- The price quoted should be valid up to 31.03.2019.

Sl. No	Name of the CRM	Purity %	Make	Unit / Quantity (mg)	Catalogue No.
1	2,4-D				
2	2,4-D Amine Salt				
3	2,4-D Sodium Salt				
4	2,4-DDD				
5	2,4-DDE				
6	2,4-DDT				
7	2,4-Dichlorophenoxy Acetic Acid				
8	4,4-DDD				
9	4,4-DDE				
10	4,4-DDT				
11	4-Bromo,2-Chloro phenol				
12	6-Benzyl adenine				
13	Abamectin				
14	Acephate				
15	Acetamiprid				
16	Alachlor				
17	Aldrin				
18	Allethrin				
19	Ametoctradin				
20	Ametroctradin				
21	Ametryn				
22	Ametryn				
23	Anilofos				
24	Atrazine				
25	Aureofungin				
26	Azadirachtin				
27	Azimsulfuron				
28	Azoxystrobin				
29	Beflubutamid				
30	Benalaxyl				
31	Benalaxyl- M				
32	Benalaxyl-M				
33	Bendiocarb				

34	Benfuracarb				
35	Benomyl				
36	Bensulfuron-methyl				
37	Bentazone				
38	Beta-Cyfluthrin				
39	Bifenazate				
40	Bifenthrin				
41	Bispyribac				
42	Bitertanol				
43	Boscalid				
44	Bromadiolone				
45	Bromodiolone				
46	Bromuconazole				
47	Buprofezin				
48	Butachlor				
49	Captafol				
50	Captan				
51	Carbaryl				
52	Carbendazim				
53	Carbofuran				
54	Carbofuran- 3 hydroxy				
55	Carbosulfon				
56	Carboxin				
57	Carfentrazone Ethyl				
58	Carfentrazone ethyl				
59	Carpropamid				
60	Cartap hydrochloride				
61	Chlorantraniliprole				
62	Chlorfenapyr				
63	Chlorfenvinphos				
64	Chlorfluazuron				
65	Chlorimuron Ethyl				
66	Chlorimuron ethyl				
67	Chlorothalonil				
68	Chlorpropham				
69	Chlorpyrifos				
70	Chlorpyrifos Methyl				
71	Chlorsulfuron				
72	Chlothianidin				
73	Chromafenozide				
74	Cinmethylen				
75	Ciproconazole				
76	Clethodim				
77	Clhlormequat chloride				
78	Clodinafop Propargyl				
79	Clodinafop- propergyl ester				
80	Clomazone				
81	Clothianidin				
82	Coumachlor				

83	Coumatetralyl				
84	Cyantraniliprole				
85	Cyantriniprole				
86	Cyazofamide				
87	Cyflumetofen				
88	Cyfluthrin				
89	Cyhalofop butyl				
90	Cyhalofop-butyl				
91	Cymoxanil				
92	Cypermethrin				
93	Cypermethrin-Alpha				
94	Cyphenothrin				
95	Cyproconazole				
96	Dazomet				
97	Deltamethrin				
98	Demeton-s-methyl- sulfone/Demeton-s-methyl				
99	Diafenthiuron				
100	Diazinon				
101	Dichlorvos				
102	Diclofop methyl				
103	Diclosulam				
104	Dicofol in scope (2,4-Dicofol available)				
105	Dieldrin				
106	Difenoconazole				
107	Difenthiuron				
108	Diiflubenzuron				
109	Diiflufenican				
110	Dimethoate				
111	Dimethomorph				
112	Dinocap				
113	Dinotefuron				
114	Dithianon				
115	Diuron				
116	Dodine				
117	Edifenphos				
118	Emamectin Benzoate				
119	Endosulfan- A				
120	Endosulfan- B				
121	Endosulfan sulfate				
122	Endosulphan/Endosulfan A & B				
123	Endrin				
124	Epoxy conazole				
125	Esfenvalerate				
126	Ethephon				
127	Ethion				
128	Ethiprole				

129	Ethofenprox				
130	Ethofumesate				
131	Ethoxysulfuron				
132	Etoxazole (FI)				
133	Femoxadone				
134	Fenamidone				
135	Fenarimol				
136	Fenazaquin				
137	Fenitrothion				
138	Fenobucarb				
139	Fenoxaprop-p-Ethyl				
140	Fenpropathrin				
141	Fenpyroximate				
142	Fenthion				
143	Fenthion Sulfoxide				
144	Fenvalerate				
145	Fipronil				
146	Fipronil - Sulfone				
147	Flonicamid				
148	Fluazifop-butyl				
149	Fluazifop-P-butyl				
150	Flubendiamide				
151	Fluchloralin				
152	Flufenacet				
153	Flufenoxuron				
154	Flufenzine				
155	Fluopicolide				
156	Fluopyrm				
157	Flupyradifurone				
158	Fluroxy-1methylethyl heptyl ester				
159	Flusilazole				
160	Fluvalinate				
161	Fluxapyroxad				
162	Fomesafen				
163	Forchlorfenuron				
164	Fosetyl-al				
165	Gibberlic Acid				
166	Glufosinate Ammonium				
167	Glyphosate				
168	HCH-Alpha				
169	HCH-Beta				
170	HCH-delta				
171	HCH-Gamma/ Lindane				
172	Helosulfuron Methyl				
173	Heptachlor				
174	Hexaconazole				
175	Hexazinone				
176	Hexythiazox				

177	Hydrogen cyanide				
178	Imazamox				
179	Imazapic				
180	Imazethapyr				
181	Imidacloprid				
182	Imiprothrin				
183	Indoxacarb				
184	Iodosulfuron Methyl				
185	Iprobenfos				
186	Iprodione				
187	Iprovalicarb				
188	Isoprothiolane				
189	Isoproturon				
190	Kasugamycin				
191	Kresoxim methyl				
192	Lambda cyhalothrin				
193	Linuron				
194	Lufenuron				
195	Lufenuron				
196	Malaoxon				
197	Malathion				
198	Mancozeb				
199	Mandipropamid				
200	Mepiquat chloride				
201	Mesosulfuron Methyl				
202	Metabromuron				
203	Metaflumizone				
204	Metalaxyl				
205	Metalaxyl M				
206	Metaldehyde				
207	Methabenzthiazuron				
208	Methamidofos				
209	Methomyl				
210	Methoxy Ethyl Mercury Chloride (MEMC)				
211	Methoxy fenozide				
212	Methyl bromide				
213	Methyl Chlorophenoxy Acetic Acid (MCP)				
214	Metiram				
215	Metobromuron				
216	Metofluthrin				
217	Metolachlor				
218	Metribuzin				
219	Metsulfuron methyl				
220	Milbemectin A3				
221	Monocrotophos				
222	Myclobutanil				
223	NAA				

224	Nitempyram				
225	Novaluron				
226	o,p-Dicofol				
227	Omethoate				
228	Orthosulfamuron				
229	Oxadiargyl				
230	Oxadiazon				
231	Oxycarboxin				
232	Oxydemeton-Methyl				
233	p,p-Dicofol				
234	Paclobutrazole				
235	Paraoxon-Methyl				
236	Paraquat dichloride				
237	Parathion Ethyl				
238	Parathion methyl				
239	Penconazole				
240	Pencycuron				
241	Pendimethalin				
242	Penflufen				
243	Penoxsulam				
244	Permethrin				
245	Permethrin				
246	Phenthoate				
247	Phorate				
248	Phorate sulfone				
249	Phorate sulfoxide				
250	Phosalone				
251	Phosmet				
252	Phosphamidon				
253	Phosphamidon				
254	Picoxystrobin				
255	Pinoxaden				
256	Pirimifos methyl				
257	Prallethrin				
258	Pretilachlor				
259	Primiphos Methyl				
260	Procymidone				
261	Profenofos				
262	Prohexadione Calcium				
263	Propamocarb Hydro Chloride				
264	Propanil				
265	Propaquizafop				
266	Propatamphos				
267	Propergite				
268	Propetamphos				
269	Propiconazole				
270	Propineb				
271	Propoxur				
272	Pyraclostrobin				

273	Pyrazosulfuron Ethyl				
274	Pyrethrin (Pyrethrum)				
275	Pyridaben				
276	Pyridalyl				
277	Pyridate				
278	Pyriproxifen				
279	Pyriothiobac sodium				
280	Quinalphos				
281	Quizalfop-ethyl				
282	Quizalofop-p-tefuryl				
283	Rimsulfuron				
284	S-bioallethrin				
285	Siduron				
286	Simazine				
287	Sodium Acifluorfen				
288	Spinetoram				
289	Spinosad/Spinosad A& B				
290	Spiromesifen				
291	Spirotetramat				
292	Streptomycin				
293	Sulfentrazone				
294	Sulfosulfuron				
295	Sulfotep				
296	Sulfotep				
297	Sulfur				
298	tau-fluvalinate				
299	Tebuconazole				
300	Tembofrion				
301	Temephos				
302	Tetrachlorvinphos				
303	Tetrachlorvinphos				
304	Tetraconazole				
305	Tetraconazole				
306	Tetracyclin				
307	Thiacloprid				
308	Thiacloprid				
309	Thiamethoxam/Thiomethoxam				
310	Thiameton				
311	Thifensulfuron methyl				
312	Thifluzamide				
313	Thiobencarb				
314	Thiocyclam Hydrogen Oxalate				
315	Thiodicarb				
316	Thiometon				
317	Thiophanate methyl				
318	Thiram				
319	Tolfenpyrad				
320	Topramezone				
321	Transfluthrin				

322	Triaccontanol				
323	Triademefon				
324	Triadimenol				
325	Triallate				
326	Triasulfuron				
327	Triazophos				
328	Tribenuron methyl				
329	Trichlorfon				
330	Tricyclazole				
331	Tridemorph				
332	Tridemorph				
333	Trifloxystrobin				
334	Trifluralin				
335	Zineb				
336	Ziram				

1. PRICE BID – PART-BNAME OF THE ITEM: **Certified Reference Material (As per specifications mentioned at Sl. No. 11 and Annexure-II)**

1	2	3	4	5	6	7	8	9
Sl. No	Name of the CRM	Make	Catalogue No.	Purity %	Quantity (mg)	Unit Rate (excluding taxes)	GST	Total Amount (including Tax)
1	2,4-D							
2	2,4-D Amine Salt							
3	2,4-D Sodium Salt							
4	2,4-DDD							
5	2,4-DDE							
6	2,4-DDT							
7	2,4-Dichlorophenoxy Acetic Acid							
8	4,4-DDD							
9	4,4-DDE							
10	4,4-DDT							
11	4-Bromo,2-Chloro phenol							
12	6-Benzyl adenine							
13	Abamectin							
14	Acephate							
15	Acetamiprid							
16	Alachlor							
17	Aldrin							
18	Allethrin							
19	Ametoctradin							
20	Ametroctradin							
21	Ametryn							

22	Ametryn							
23	Anilofos							
24	Atrazine							
25	Aureofungin							
26	Azadirachtin							
27	Azimsulfuron							
28	Azoxystrobin							
29	Beflubutamid							
30	Benalaxyl							
31	Benalaxyl- M							
32	Benalaxyl-M							
33	Bendiocarb							
34	Benfuracarb							
35	Benomyl							
36	Bensulfuron-methyl							
37	Bentazone							
38	Beta-Cyfluthrin							
39	Bifenazate							
40	Bifenthrin							
41	Bispyribac							
42	Bitertanol							
43	Boscalid							
44	Bromadiolone							
45	Bromodiolone							
46	Bromuconazole							
47	Buprofezin							
48	Butachlor							
49	Captafol							
50	Captan							
51	Carbaryl							
52	Carbendazim							
53	Carbofuran							

54	Carbofuran- 3 hydroxy							
55	Carbosulfon							
56	Carboxin							
57	Carfentrazone Ethyl							
58	Carfentrazone ethyl							
59	Carpropamid							
60	Cartap hydrochloride							
61	Chlorantraniliprole							
62	Chlorfenapyr							
63	Chlorfenvinphos							
64	Chlorfluazuron							
65	Chlorimuron Ethyl							
66	Chlorimuron ethyl							
67	Chlorothalonil							
68	Chlorpropham							
69	Chlorpyrifos							
70	Chlorpyrifos Methyl							
71	Chlorsulfuron							
72	Chlothianidin							
73	Chromafenozide							
74	Cinmethylen							
75	Ciproconazole							
76	Clethodim							
77	Clhlormequat chloride							
78	Clodinafop Propargyl							
79	Clodinofof- propergyl ester							
80	Clomazone							
81	Clothianidin							
82	Coumachlor							
83	Coumatetralyl							
84	Cyantraniliprole							
85	Cyantriniprole							

86	Cyazofamide							
87	Cyflumetofen							
88	Cyfluthrin							
89	Cyhalofop butyl							
90	Cyhalofop-butyl							
91	Cymoxanil							
92	Cypermethrin							
93	Cypermethrin-Alpha							
94	Cyphenothrin							
95	Cyproconazole							
96	Dazomet							
97	Deltamethrin							
98	Demeton-s-methyl-sulfone/Demeton-s-methyl							
99	Diafenthiuron							
100	Diazinon							
101	Dichlorvos							
102	Diclofop methyl							
103	Diclosulam							
104	Dicofol in scope (2,4-Dicofol available)							
105	Dieldrin							
106	Difenoconazole							
107	Difenthiuron							
108	Diiflubenzuron							
109	Diiflufenican							
110	Dimethoate							
111	Dimethomorph							
112	Dinocap							
113	Dinotefuron							
114	Dithianon							
115	Diuron							
116	Dodine							

117	Edifenphos							
118	Emamectin Benzoate							
119	Endosulfan- A							
120	Endosulfan- B							
121	Endosulfan sulfate							
122	Endosulphan/Endosulfan A & B							
123	Endrin							
124	Epoxy conazole							
125	Esfenvalerate							
126	Ethephon							
127	Ethion							
128	Ethiprole							
129	Ethofenprox							
130	Ethofumesate							
131	Ethoxysulfuron							
132	Etoxazole (FI)							
133	Femoxadone							
134	Fenamidone							
135	Fenarimol							
136	Fenazaquin							
137	Fenitrothion							
138	Fenobucarb							
139	Fenoxaprop-p-Ethyl							
140	Fenpropathrin							
141	Fenpyroximate							
142	Fenthion							
143	Fenthion Sulfoxide							
144	Fenvalerate							
145	Fipronil							
146	Fipronil - Sulfone							
147	Flonicamid							

148	Fluazifop-butyl							
149	Fluazifop-P-butyl							
150	Flubendiamide							
151	Fluchloralin							
152	Flufenacet							
153	Flufenoxuron							
154	Flufenzine							
155	Fluopicolide							
156	Fluopyrm							
157	Flupyradifurone							
158	Fluroxy-1methylethyl heptyl ester							
159	Flusilazole							
160	Fluvalinate							
161	Fluxapyroxad							
162	Fomesafen							
163	Forchlorfenuron							
164	Fosetyl-al							
165	Gibberlic Acid							
166	Glufosinate Ammonium							
167	Glyphosate							
168	HCH-Alpha							
169	HCH-Beta							
170	HCH-delta							
171	HCH-Gamma/ Lindane							
172	Helosulfuron Methyl							
173	Heptachlor							
174	Hexaconazole							
175	Hexazinone							
176	Hexythiazox							
177	Hydrogen cyanide							
178	Imazamox							

179	Imazapic							
180	Imazethapyr							
181	Imidacloprid							
182	Imiprothrin							
183	Indoxacarb							
184	Iodosulfuron Methyl							
185	Iprobenfos							
186	Iprodione							
187	Iprovalicarb							
188	Isoprothiolane							
189	Isoproturon							
190	Kasugamycin							
191	Kresoxim methyl							
192	Lambda cyhalothrin							
193	Linuron							
194	Lufenuron							
195	Lufenuron							
196	Malaoxon							
197	Malathion							
198	Mancozeb							
199	Mandipropamid							
200	Mepiquat chloride							
201	Mesosulfuron Methyl							
202	Metabromuron							
203	Metaflumizone							
204	Metalaxyl							
205	Metalaxyl M							
206	Metaldehyde							
207	Methabenzthiazuron							
208	Methamidofos							
209	Methomyl							
210	Methoxy Ethyl Mercury							

	Chloride (MEMC)							
211	Methoxy fenozide							
212	Methyl bromide							
213	Methyl Chlorophenoxy Acetic Acid (MCP)							
214	Metiram							
215	Metobromuron							
216	Metofluthrin							
217	Metolachlor							
218	Metribuzin							
219	Metsulfuron methyl							
220	Milbemectin A3							
221	Monocrotophos							
222	Myclobutanil							
223	NAA							
224	Nitempyram							
225	Novaluron							
226	o,p-Dicofol							
227	Omethoate							
228	Orthosulfamuron							
229	Oxadiargyl							
230	Oxadiazon							
231	Oxycarboxin							
232	Oxydemeton-Methyl							
233	p,p-Dicofol							
234	Paclobutrazole							
235	Paraoxon-Methyl							
236	Paraquat dichloride							
237	Parathion Ethyl							
238	Parathion methyl							
239	Penconazole							
240	Pencycuron							

241	Pendimethalin							
242	Penflufen							
243	Penoxsulam							
244	Permethrin							
245	Permethrin							
246	Phenthoate							
247	Phorate							
248	Phorate sulfone							
249	Phorate sulfoxide							
250	Phosalone							
251	Phosmet							
252	Phosphamidon							
253	Phosphamidon							
254	Picoxystrobin							
255	Pinoxaden							
256	Pirimifos methyl							
257	Prallethrin							
258	Pretilachlor							
259	Primiphos Methyl							
260	Procymidone							
261	Profenofos							
262	Prohexadione Calcium							
263	Propamocarb Hydro Chloride							
264	Propanil							
265	Propaquizafop							
266	Propatamphos							
267	Propergite							
268	Propetamphos							
269	Propiconazole							
270	Propineb							
271	Propoxur							
272	Pyraclostrobin							

273	Pyrazosulfuron Ethyl							
274	Pyrethrin (Pyrethrum)							
275	Pyridaben							
276	Pyridalyl							
277	Pyridate							
278	Pyriproxifen							
279	Pyriithiobac sodium							
280	Quinalphos							
281	Quizalofop-ethyl							
282	Quizalofop-p-tefuryl							
283	Rimsulfuron							
284	S-bioallethrin							
285	Siduron							
286	Simazine							
287	Sodium Acifluorfen							
288	Spinetoram							
289	Spinosad/Spinosad A& B							
290	Spiromesifen							
291	Spirotetramat							
292	Streptomycin							
293	Sulfentrazone							
294	Sulfosulfuron							
295	Sulfotep							
296	Sulfotep							
297	Sulfur							
298	tau-fluvalinate							
299	Tebuconazole							
300	Tembofrion							
301	Temephos							
302	Tetrachlorvinphos							
303	Tetrachlorvinphos							
304	Tetraconazole							

305	Tetraconazole							
306	Tetracyclin							
307	Thiacloprid							
308	Thiacloprid							
309	Thiamethoxam/Thiomethoxam							
310	Thiameton							
311	Thifensulfuron methyl							
312	Thifluzamide							
313	Thiobencarb							
314	Thiocyclam Hydrogen Oxalate							
315	Thiodicarb							
316	Thiometon							
317	Thiophanate methyl							
318	Thiram							
319	Tolfenpyrad							
320	Topramezone							
321	Transfluthrin							
322	Triaccontanol							
323	Triademefon							
324	Triadimenol							
325	Triallate							
326	Triasulfuron							
327	Triazophos							
328	Tribenuron methyl							
329	Trichlorfon							
330	Tricyclazole							
331	Tridemorph							
332	Tridemorph							
333	Trifloxystrobin							
334	Trifluralin							
335	Zineb							
336	Ziram							

- Note:**
- 1.** Items should be supplied at NIPHM.
 - 2.** GST should be indicated clearly.
 - 3.** Prices should be quoted only in Indian rupees.
 - 4.** **Make, Grade (wherever applicable) and Catalogue No. is compulsory.**
 - 5.** **The quantity of items may increase or decrease at the time of award of purchase order depending on the actual need/requirement of NIPHM to an extent of $\pm 50\%$.**

We are herewith undertaking that the details provided above are true and to abide by the terms and conditions contained in the bid document of NIPHM.

Signature of authorised official
(With seal and stamp)

Name:

Designation:

i. प्राधिकार पत्र हेतु प्रपत्र / FORMAT FOR AUTHORISATION LETTER

सेवा में/To,

रजिस्ट्रार/ The Registrar,
राष्ट्रीय वनस्पति स्वास्थ्य प्रबंधन संस्थान
National Institute of Plant Health Management,
राजेन्द्रनगर/ Rajendranagar,
हैदराबाद/Hyderabad-500 030.
तेलंगाना / Telangana,

महोदय/महोदया
Sir/Madam,

हम एतद्वारा ----- को बोली(बिड)
प्रस्तुत करने एवं भाग लेने हेतु तथा प्रस्तुत किए गए संविदा संदर्भ ----- पर हस्ताक्षर करने के लिए
प्राधिकृत करते हैं। इस संबंध में उनके द्वारा लिया गया कोई भी निर्णय हमें स्वीकृत है।

We hereby authorise _____ to submit a Bid and
subsequently participate and sign the contract submitted against the Ref.:
_____. We hereby accept his decision taken, if
any, in this regard.

(प्रतिनिधि के तौर पर एवं कंपनी की ओर से हस्ताक्षर)
(Signature for and on behalf of the Company)

स्थान/Place :

दिनांक/Date :

ii. **FORMAT FOR UNDER TAKING****UNDERTAKING**

- a. मैं/हम वचन देता हूं /देते हैं कि मैंने/हमने सभी निबंधन एवं शर्तों को सावधानीपूर्वक अध्ययन कर लिया है एवं रावस्वाप्रसं (एनआईपीएचएम) के प्रस्तावित आपूर्ति संबंधी मानदण्डों को समझ लिया है तथा उल्लिखित सभी मानदण्डों का अनुपालन करूंगा/करेंगे।

I/We undertake that I/We have carefully studied all the terms and conditions and understood the parameters of the proposed supplies of the NIPHM and shall abide by them.

- b. मैं/हम यह भी वचन देता हूं/ देते हैं कि मैंने/हमने दिनांक----- के निविदा के संलग्नक-II में उल्लिखित आपूर्ति करने संबंधी मानदण्डों एवं तकनीकी विनिर्देशन विशिष्टि”को समझ लिया है एवं “आपूर्ति संबंधी मानदण्डों एवं विनिर्देशन विशिष्टि”के अनुसार आपूर्ति करूंगा/करेंगे”।

I/We also undertake that I/We have understood “Parameters and Technical Specifications for making the supplies” mentioned in Annexure-II of the Tender dated _____ and shall make the supplies strictly as per these “Parameters and Technical Specifications for the supplies”.

- c. मैं/हम आगे यह भी वचन देता हूं /देते हैं कि इस निविदा में सभी संदर्भों में दी गई सूचनाएं मेरी अधिकतम जानकारी के अनुसार सही और सत्य है एवं मैं/हम इसके प्रति पूरी जिम्मेदारी लेता हूं /लेते हैं तथा फर्म/ कंपनी किसी भी सरकार कार्यालय / मंत्रालय / विभाग / पीएसयू / प्रतिष्ठित संगठन और बैंक आदि द्वारा काली सूची में सूचीबद्ध नहीं किया गया है

I/We further undertake that the information given in this tender is true and correct in all respect and we hold the responsibility for the same and the firm/ Company has not been black listed by any Govt. office/ministry/Department/PSUs/ reputed organization and Banks etc.

दिनांक :

(कंपनी के मोहर सहित निविदाकार के हस्ताक्षर एवं दिनांक)

Dated at

(Dated signature of Bidder with stamp of the firm)

INSTRUCTIONS FOR ONLINE BID SUBMISSION:

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <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 "Click **here to Enroll**" on the CPP Portal is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address **and** mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sift' / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured 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 formats. Bid documents may be scanned with 100 dpi with black and white option.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS :

- 1) Bidder should log into the e-procure website well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) 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 Tender Processing Section, latest by the last date of bid submission. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their price bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the while 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 serve 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.

8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10) 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. The contact number for the helpdesk is 1800 233 7315.