



राष्ट्रीय वनस्पति स्वास्थ्य प्रबंधन संस्थान  
National Institute of Plant Health Management  
Department of Agriculture, Cooperation & Farmers Welfare  
Ministry of Agriculture & Farmers Welfare, Government of India



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<http://niphm.gov.in>

No. 13/ICT/Library books/32

Date: 15.03.2018

इ-निविदा सूचना  
e-TENDER NOTICE

Sub: Invitation of Online bids through e-procurement system in Two bid for supply of books - 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 Library books 'in 'Two bid' system from the reputed agencies. The list of books mentioned at ANNEXURE -II. The quantity of books 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 27.03.2018
- 2. Date & Time for Opening online bids (Technical bids)** 16:00 hrs on 28.03.2018

Note:

1. Copy of Tender document is available in CPP Portal (URL: <https://eprocure.gov.in/eprocure/>) and NIPHM 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](mailto:niphm@nic.in)

**REGISTRAR**

## 1. SUBMISSION OF TENDER THROUGH ONLINE:

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

<b>(a)</b>	<b>Technical Bid</b>	:	<b>Bidders are requested to upload the required scanned copies of files as per the following:</b>
	<b>File-1</b>	:	Profile of the Company/sole proprietor/ partnership – stating whether the bidder/ supplier is partnership/registered under the Companies Act along with its necessary enclosures. Scanned copy of Company Information (filled & signed) as per Annexure – I
	<b>File-2</b>	:	<b>Proofs in support of eligibility criteria as per the tender.</b> Scanned copies of the documents / information (filled & signed) as per the 'Eligibility Criteria' Clause – 4
	<b>File-3</b>	:	Scanned copy of EMD amount in the form of DD/BC.
	<b>File-4</b>	:	Authorization letter and undertaking (as per Annexure-III and Annexure-IV) 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. Scanned copy of letters (filled & signed) as per Annexure – IV
<b>(b)</b>	<b>Price Bid</b>	:	<b>Bidders are requested to upload the required scanned copies of files as per the following:</b>
	<b>File-1</b>	:	Scanned copy of Price Bid (filled & signed) as per Annexure – II

### Note:

- i. The Bidders should furnish the location with addresses and license details of the bidder/ supplier.
- ii. 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.
- iii. 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. General Terms & Conditions for the supply of Library Books :

- (a)** The Tender Document shall be submitted by the vendor with seal and signature on every page. The bidders may keep a photocopy of the same for their own records.
- (b)** The Supplier must attach a list of Government Institutions to which they have supplied books in the last three years along with proof.
- (c)** The bidder/ supplier should submit a Bid Security (EMD) of Rs. 10,000/- (Rs. Ten Thousand) in the form of a Demand draft/ bankers cheque . The offers without Bid Security shall be rejected. The Bid Security will be returned to all the unsuccessful bidders/ suppliers after finalization of the tender procedure. EMD instrument is to be enclosed with Technical bid only.
- (d)** The Supplier shall append the declaration on the bill that :-
  - i. Only the latest editions of the books etc. have been supplied.
  - ii. The actual prices of Publications have been charged without any handling/postage charges.

- iii. These are not remaindered titles/ damaged books with missing pages.
  - iv. The Indian/Low priced editions of these publications (if foreign) are not available in India.
- (e) Damaged books, books with missing pages shall have to accept back by the supplier even after they have been stamped for accessioning.
- (f) The Supplier shall supply all the ordered books within the period (10 days for Indian Publication and 20 days for Foreign Publication) from the date as specified in the purchase order.
- (g) Any Supplier found to have cheated by supplying old and remaindered books and defaulted in supplying books even on extended time limit without reasonable grounds, will be liable for blacklisting besides imposition of penalty to the tune ICAR Unit may deem fit.
- (h) In case of cheating by charging more than actual Publisher's Price, the Bidder/ supplier can be punished by blacklisting/forfeiting the Performance Security deposit or both.
- (i) Conversion of foreign currency to Indian Rupees: All payments will be made in Indian Rupees only. To facilitate evaluation and comparison, the Purchaser will convert all bid prices expressed in foreign currencies into Indian Rupees, as per selling market exchange rate notified by the State Bank of India, as on the date of opening of price bid. The Good Offices Committee (GOC) rates will not be followed.
- (j) Price Proof: The supplier has to enclose the price proof of the books along with the tender document. Accepted Price Proof are :( Signed & Stamped by supplier) distributor's invoice to supplier, Printout from the Publisher's catalogue, Photocopy from Publisher Catalogue, for some Indian publications price mentioned on the title. Alternatively, Library also cross verifies the prices from publisher's website. Such printouts verified and signed by library staff will be accepted as price proof.
- (k) NIPHM reserves the right to reject any or all Bids/Offer without assigning any reason or cancel the process at any time.

### 3. CLARIFICATIONS IN THE TENDER

- (a) A prospective Bidder requiring any clarification regarding the Tender may address the Tender Inviting Authority through online upto 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/>
- (c) **Amendments to the Tender:**
- i. NIPHM may amend the Tender Conditions up to 5 days prior to the time fixed for receipt of the Tender.
  - ii. 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/>
  - iii. 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/>
  - iv. 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.

(d) The supplier shall not be entitled to any increase in the rates.

(e) The agency shall not transfer or assign sub-contract to any other party.

(f) The Price should be quoted only in Indian Rupees.

**(g) Corrupt or Fraudulent Practices:**

- i. Bidders should observe the highest standard of ethics during the procurement and execution of such contracts.
- ii. "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
- iii. "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.
- iv. 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.

**(h) 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.

- i. **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.
- ii. **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.

**(i) 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 bidder/ supplier 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.

**(j) DISPUTES AND ARBITRATION:**

- i. 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.

- ii. 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.

**(k) 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.

#### 4. ELIGIBILITY CRITERIA:

Sl. No.	Pre-qualification Criteria	Supporting document	Compliance
1	The applicant shall be a firm/ company/ partnership/ proprietorship firm registered under the Indian Companies Act, 1956 & 2013/ the partnership Act, 1932 and who have their registered offices in India and must have an office in Hyderabad/Rangareddy District.	Copy of Certificate of incorporation and Partnership Deed, if any	
2	The firm should be in business of supply of similar items for Government Departments/ Boards/ Corporations or reputed private company for at least 3 years as on 31.03.2017.	Copies of Purchase orders / Contracts	
3	The Bidder should have an annual turnover of Rupees 10 Lakh in each of the last 3 consecutive Financial Years (FY 2014-15 ,2015-16 & 2016-17)	Copy of Turnover certificate Certified by Chartered accountant for F.Y. 2014-15, F.Y. 2015-16 & F.Y. 2016-17. along with PAN copy	
4	The firm should not be blacklisted by any Central Govt. / State Govt. / PSU/Govt. Bodies	Affidavit/Certificate/ undertaking signed by the Authorized signatory	
5	GST Registration Certificate	Copy of Certificate to be enclosed	
6	Earnest Money Deposit	<i>Rs.10,000/- (Rupees ten thousand only). The demand draft/BC from a Nationalized bank/Scheduled Bank should be drawn in favour of "NATIONAL INSTITUTE OF PLANT HEALTH MANAGEMENT", payable at Hyderabad-500 030</i>	

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

- (a) Flat discount offered should be quoted
- (b) Discount rates offered by the bidders/ suppliers shall not be linked with the quantum of the purchase order.
- (c) All Books/Annual Reviews/ Monographs shall be supplied with an authentic price proof such as publisher catalogue, price list, etc.

- (d) The latest paperback editions should always be supplied unless otherwise mentioned. Indian reprints/editions, if available should be supplied. The vendors may supply hardback editions, if the ordered paperback edition is not available.
- (e) Director General, NIPHM reserves the right to reject any or all the quotations received without assigning any reason whatsoever.
- (l) **Terms of Supply:** The Supplier shall supply all the ordered books within the period (10 days for Indian Publication and 20 days for Foreign Publication) from the date as specified in the purchase order.
- (f) **Price Bid Validity: Bids shall remain valid for 90 DAYS from the date of opening of bids.** However, the purchaser reserves the right to seek consent for an extension of the period of validity.
- (g) **Rates and Prices:** Bidders should quote the rates in the format given in Price Bid Annexure – II. Incomplete bids will summarily be rejected. All corrections and alterations in the entries of tender papers will be signed in full by the Bidder with date. No erasing or over writings are permissible. Price quoted shall be bidder/ supplier and final.
- (h) **Prices quoted should be for FREE DELIVERY at NIPHM, Hyderabad-500 030.**
- (i) The percentage of GST if applicable and other levies legally leviable and intended to be claimed should be clearly indicated in the tender. Where this is not done, no claim on these accounts would be admissible later. The GST should be indicated clearly.

## 6. Signing of Bids

- (a) **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 bidder/ supplier, if it is a partnership bidder/ supplier in which case he must have authority to execute on behalf of the bidder/ supplier.
  - iii. Director or a Principal Officer duly authorized by the Board of Directors of the Company, if it is a Company.
- (b) 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.**
- (c) 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.

## 7. 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.
8. **LIQUIDATED DAMAGES:** If the bidder/ supplier fails to deliver the books within the stipulated delivery period as mentioned in the purchase order a penalty of 5% of value of purchase order shall be imposed/levied as liquidated damages.
9. **REJECTION OF TENDER:** NIPHM also reserves the right to reject/cancel the tender without assigning any reason thereof.
10. **TERMS OF PAYMENT:** Payment will be released within 30 days after supply and final acceptance by the officer to that effect.  
The Supplier/bidder/ supplier 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.
11. **EMD Amount and Mode of Submission:** The bidders should submit EMD of Rs. 10,000/- (Rs. Ten Thousand only) for the supply of books quoting in the form of 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 30<sup>th</sup> 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 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.
12. **PAYMENT OF SECURITY DEPOSIT (SD):** There is no security deposit, however the EMD of Successful bidder/ supplier(s) will be released after 30 days the date of completion of all contractual obligations of the supplier.

**BIDDER'S PROFILE- PART**

**SUPPLY OF Library Books:**

1	<b>THE FIRM</b> 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 Copy of Turnover certificate Certified by Chartered accountant for F.Y. 2014-15, F.Y. 2015-16 & F.Y. 2016-17.) along with PAN copy	
6	The firm should be income tax assessee at least for a period of three years (Income Tax returns to be enclosed).	
7	Experience as on 31.03.2017	
8	Earnest Money Deposit details	The Banker Cheque/DD NO. Dt. Amount Rs.10,000/- drawn on National Institute of Plant Health Management, Hyderabad.

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

Signature of authorised signatory

Name : \_\_\_\_\_

Designation \_\_\_\_\_

Seal :



PRICE BID**Format for the price bid:**

S.No.	Title of the book & Author	Year of Pub.	Edition	Publisher	Currency	Net Price after discount and inclusive of duties, taxes and all cost.
(A)	(B)	(C)	(D)	(E)	(F)	(G)
1	Aphids as Crop pests/H.F. Van Emden			CABI		
2	Area wide pest management : theory & Implementation/Opendar Koul			CABI		
3	Bio pesticides/Alastir Bailey			CABI		
4	Bio Synthesis in insects /E David Morgon			CABI		
5	Biological control in the Tropics /Loke Wai Hong			CABI		
6	Biological control of Vertebrate Pests : The history of Myxomatosis an experiment in evolution/F Fenner and B Fantian			CABI		
7	Coffee Pests, diseases and their management/ J M Waller			CABI		
8	Dynamic modeling of diseases and pests/Bruce Hanon			SPRINGER		
9	Ecologically based Integrated Pests Management/ Opendar Koul			CABI		
10	Environmental impact of Invertebrates for Biological Control of Arthropods : methods and risk assessment / F Bigler			CABI		
11	Global Pesticides resistance in Arthropods/Mark E. Whalon			CABI		
12	Infrared Spectra of Pesticides / Tom Viser			Mdi (dekker)		
13	Insects conservation biology/A J A Stewart			CABI		
14	Insects evolutionary ecology/ M D E Fellowers			CABI		
15	Insects Movement: mechanics and consequences/IP Woiwod			CABI		
16	Insects on Plams/Howard Moore			CABI		
17	Integrated pest management : Principles and practices/Dharam P. Abrol			CABI		
18	Management of fungal plant pathogens / Aruna Arya					
19	Metabolic pathway of agrochemical (part 1) / Terry Robert			RSCIS		
20	Metabolic pathway of arochemical (part 2) / Terry Robert			RSCIS		
21	Molecular plant microbe interactions/ Kamal Bouarab			CABI		
22	Molluscs as Crop pests/G M Baker			CABI		
23	Natural products in plant pest management/Nwal K.Dubey					
24	Nematodes as Bio-control agents / P S Grewel					
25	Pest and vector control/H.F.Van Emden			CAMBRIDGE PRESS		
26	Pesticides, problems, improvements, alternatives/F.Den Ebbels			WILEY BLACKWELL		
27	Plant genotyping : the DNA finger printing of			CABI		

	plants/ R J Henry				
28	Plant parasitic nematodes / Bert M Zuckerman			Academic Press	
29	Plant parasitic nematodes in subtropical and tropical agriculture / M. Luc			CABI	
30	Plant pathologists pocket book / J M Waller			CABI	
31	Plant pest risk analysis : concepts and application / Christina Devorshak			CABI	
32	Principle of plant health and quarantine / David L. Ebbels			CABI	
33	Quality control and production of biological control agents theory and testing procedure/J C Van Lenteren			CABI	
34	Root knot nematode / Roland N Perry			CABI	
35	The Official Methods of Analysis of AOAC International				
36	The Pesticides manual : a word compendium / C D Tomlin			CABI	
37	Thrips as crop pests/T Lewis			CABI	
38	Tylenchinde: parasites of plant and insects / R J Henry				
39	Urban Pest Management: An environmental perspective/Partho Dhang			CABI	
40	Verticillium Wilts / G F Pegg			CABI	

Note: 1. Books should be supplied at NIPHM.

2. GST and other taxes / duties should be indicated clearly.

3. 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  $\pm 50\%$ .

4. The lowest bidder (L1) will be identified individual item / book wise and the purchase order will be placed accordingly.

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:

संलग्नक/ANNEXURE -III

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**  
तेलंगाना /Telangana, - **500030**

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 authorize \_\_\_\_\_ 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 :

i. 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 मानदंडों 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-IIमें 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-IIof 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 / eMudhraetc.), 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 financial bids in the format provided and no other format is acceptable. 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 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.