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
Telephone: 9140-24015374
E-mail: niphm@nic.in
Tele-Fax: 9140-24015346
Rajendra Nagar,
Hyderabad – 500 030
http://niphm.gov.in

No. 16/45/ Analytical Gases/2016-17/13 Date: 21.11.2017

इ-निविदा सूचना
e-RE-TENDER NOTICE

Sub: Invitation of **Online bids through e-procurement system in two bid for supply of Analytical Gases (refilling cylinders) under Rate Contract 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 Analytical Gases (refilling cylinders) and Hiring of Cylinders under Rate Contract for the year 2016-17'** in **'Two bid'** system from the reputed manufacturers/authorized distributors/dealers. The participating parties may submit their offer of discounts on each item/each category of gases to fill in the NIPHM owned cylinders. Further, the rental charges for the Company/supplier cylinders may also be quoted, if such supplies are required by the NIPHM along with the catalogue/price lists of the items which they are dealing and willing to supply the same at offered discount/price up to one year from the date of award of contract. 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 ±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 05-12-2017**
2. **Date & Time for Opening online bids (Technical bids)** **16:00 hrs on 06-12-2017**

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	:	Scanned copy of Demand Draft or or Bankers Cheque for Rs. 7740/- drawn infavour of 'NATIONAL INSTITUTE OF PLANT HEALTH MANAGEMENT' towards Bid Security (EMD). **Original copy of Demand Draft or Bankers Cheque should be submitted at National Institute of Plant Health Management, Rajendranagar, Hyderabad – 500 030 on or before the date & time of bid opening.**
	File-2	:	Profile of the Company – stating whether the firm is partnership/registered under the Companies Act along with its necessary enclosures. Scanned copy of Firm / Company Information (filled & signed) as per Annexure – I
	File-3	:	**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-4	:	Scanned copy of Technical compliance sheet (filled & signed) as per Sl. No. 15 for the items listed at Annexure – II
	File-5	:	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. Scanned copy of letters (filled & signed) as per Annexure –

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. 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. Conditional tenders will NOT be accepted.
c. Any offer made in responses to this tender when accepted by NIPHM will constitute a contract between the parties.
d. 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.
e. 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.
f. 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 ±50%.
g. **The prices should be valid up to one year from the last date of bid submission.** The NIPHM reserves the right to accept or reject any part/full of the quotation without assigning any reasons whatsoever.

3. CLARIFICATIONS IN THE TENDER

a. A prospective Bidder requiring any clarification regarding the Tender may address the Tender Inviting Authority by letter or by Fax 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. Any offer made in response to this tender when accepted by NIPHM will constitute a contract between the parties.

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

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

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. NIPHM reserves the right to forfeit the EMD of bidders on account of premature withdrawal from the bid. The decision of the Director General, NIPHM shall be final in this regard.

VII. 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.

VIII. 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.

IX. 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.

4. पात्रता मानदंड/ ELIGIBILITY CRITERIA:

निविदाकारों को निविदा को कोटिंग करने के लिए निम्नलिखित पात्रता मानदंड को पूरा करना होगा एवं खंड-I के अनुसार अपनी पात्रता प्रमाणित करने के लिए स्केन 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. No	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 03 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 03 वर्षों का अनुभव है। Documents (work orders) to prove that the company / firm have supplied such items in their business for 3 years.
3	दिनांक 31-03-2017 को समाप्त पिछले 03 वर्षो के दौरान कम से कम 01 वर्ष के लिए सकल वार्षिक टर्नओवर रू. 15 लाख का होना चाहिए। The gross annual turnover should be of Rs. 15.00 lakhs at least for one year during last three financial years ended 31-03-2017.	विधिवत तौर पर हस्ताक्षरित वार्षिक लेखा की प्रति/सनद लेखाकार द्वारा प्रमाणित Copies of Annual Accounts duly signed / certified by the Chartered accountant.
4	दिनांक 31-03-2017 को समाप्त कंपनी का आयकर निर्धारण कम से कम पिछले 03 वर्षो की अवधि का होना चाहिए। The firm should be income tax assesse 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 and PAN Card of the firm should be enclosed.
5	वस्तु एँ सेवा कर के तहत् पंजीकृत होना चाहिए। The firm should be registered under GST.	जीएसटी प्रमाणपत्र की स्व अनुप्रमाणित प्रति Self-attested copy of the certificate GST or TOT.
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 डीलरशीप/एजेंट प्रमाणपत्र Dealership/Agent Certificate from each manufacturer.
7	बयाना जमा राशि Earnest Money Deposit	राष्ट्रीय वनस्पति स्वास्थ्य प्रबंधन संस्थान' के पक्ष में रू. 7740/- हेतु जारी डिमांड ड्राफ्ट या बैंकर्स चेक नं.----------, दिनांक ----------. Demand Draft or Bankers Cheque bearing No. _____Dated _____ for Rs.7740/- drawn in favour of 'NATIONAL INSTITUTE OF PLANT HEALTH MANAGEMENT'

5. 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 shall be mentioned in the comparative statement vide Annexure – II.
b. The items to be supplied should be of standard quality.
c. Director General, NIPHM reserves the right to reject any or all the quotations received without assigning any reason whatsoever.
d. **Terms of Supply:** The firm should supply the items **within 7 DAYS** from the date of purchase order.
e. **PRICE BID VALIDITY: Bids shall remain valid for one year from the date of award of contract.** However, the purchaser reserves the right to seek consent for an extension of the period of validity.

6. TENDER COST AND EMD

6.1 COST OF TENDER DOCUMENT:

The Tender document can be downloaded from NIPHM website http://niphm.gov.in and CPP Portal https://eprocure.gov.in/eprocure/ website at free of cost.

6.2 EMD AMOUNT AND MODE OF SUBMISSION:

An account payee Demand Draft or Banker's Cheque from any scheduled bank for Rs7740/- drawn in favour of "NATIONAL INSTITUTE OF PLANT HEALTH MANAGEMENT", payable at Hyderabad should be submitted along with technical bid. 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.

a. Original copy of Demand Draft or Bankers Cheque should be submitted at National Institute of Plant Health Management, Rajendrangar, Hyderabad – 500 030 on or before the date & time of bid opening.
b. The EMD amount of the unsuccessful Tenderer will be returned after the acceptance of the successful Tenders within 30 days after the award of the contract.
c. The EMD amount held with NIPHM till it is returned to the unsuccessful Tenderer will not earn any interest thereof.
d. The EMD amount of the successful Tenderer will be returned back after production of Performance Security / Security Deposit.
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, the EMD / Performance Security amount as the case may be shall be forfeited to the NIPHM.
f. If the Tenderer fails to sign the contract or to remit Performance Security, the EMD amount shall be forfeited to the NIPHM.

6.3 COST OF BIDDING

The Tenderer shall bear all costs associated with the preparation and submission of tender and the buyer will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the tendering process.

6.4 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.

7. 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.

8. 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 valid for one year from the date of agreement.**

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 under rate contract. The letter of acceptance will include the details along with terms and conditions of the tender.

9. PAYMENT OF SECURITY DEPOSIT (SD):

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** obtained 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.

10. LIQUIDATED DAMAGES / :

NIPHM reserves the right to levy penalty in the event of the Tenderer failing to:

a. If the firm fails to deliver the goods within stipulated delivery period as mentioned in the purchase order (or) fails to comply with any of the terms and conditions of purchase order / tender, penalty of 2% per day of value of order will be deducted as liquidated damages

b. Observe or perform any of the conditions of the tender as set out herein;

Provided further that if in either event any excess cost be incurred by reason of the difference between the prices paid and the accepted rates, NIPHM may charge the amount of such excess cost to the tenderer and the same may at any time thereafter be deducted from any amount that may become due to the supplier this or any other contract or from the Security Deposit or may be demanded of him to be paid within 7 days to the credit of the NIPHM.

11. REJECTION OF TENDER:

NIPHM also reserves the right to reject/cancel the tender without assigning any reason thereof.

12. TERMS OF PAYMENT:

a. All the payment shall be made by Cheque/DD/RTGS/NEFT after supply and final acceptance by the officer after deduction of applicable taxes/TDS.
b. The 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.
c. The NIPHM shall be at liberty to withhold any of the payments in full or in part subject recovery of penalties mentioned in the Tender.
d. Supplier will be responsible for all procedural compliances related to the payments to the GST Laws. Supplier shall issue appropriate tax invoices containing all prescribed details required by the GST Laws.
e. The Supplier will deposit an amount equal to the GST on the supply of the Goods as itemized in the valid Tax Invoice to Central Government and submit the necessary proof of payment to NIPHM, as an when asked by NIPHM.

13. OTHER TERMS & CONDITIONS:

Insolvency etc.,

In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a company the passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified the NIPHM shall have the power to terminate the tender without previous notice.

a. Subletting of Supply Order:

The firm shall not assign or sublet the supply order or any part of it to any other person or party.

b. Precautionary Measures:

i. ***While observing the economy in costs in his own interest the supplier must be careful that quality of the goods is maintained as well as time schedule prescribed etc., should not be disturbed.***

ii. ***The supplier must take every care to see that the entire supply or any portion thereof does not fall into unauthorized hands. Care should be taken to execute the supply order under proper security conditions and no spare item of goods should be retained/sold or otherwise made over by the supplier or any of his staff member to any person other than the person(s) authorized by the NIPHM.***

* * * * * *

14. BIDDER'S PROFILE- PART-A:-

SUPPLY OF **Analytical Gases (refilling cylinders)**:

1	**THE FIRM/COMPANY** a) Name b) Regd. Address c) Address for correspondence d) Contact Person's i) Name & Designation ii) Address iii) Tel. No. Landline & mobile iv) Email ID	
2	Type of Firm/Company	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 years (up to March, 2017). (Please enclose copies of ITR/Audited balance sheet and P&L account etc. of three years)	
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/Company should be income tax assessee at least for a period of three years ended 31-03-2017 (Self attested copies of acknowledgements of Income Tax returns should be enclosed).	
8	Experience as on 31-12-2016	

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

Signature of authorised signatory

Name : _____

Designation _____

Seal :

15. SCHEDULE FOR REQUIREMENT OF **Analytical Gases**:

(A)

S.No	Name of the Gas	Purity (%)	Impurities should be less than (in ppm)						Quantity ($7m^3$ per cylinder)	Compliance YES / NO
			O_2	H_2O	THC	CO	CO_2	N_2		
1	Nitrogen	99.9995	2.0	2.0	0.5	-	-	-	25 cylinders	
2	Hydrogen	99.999	2.0	2.0	0.5	0.5	0.5	140	25 cylinders	
3	Helium	99.9995	1.0	1.0	0.2	0.2	0.2	3.0	12 cylinders	
4	Air	99.999	19.5-23.5	3.0	0.2	1.0	1.0	-	25 cylinders	
5	Argon	99.9995	2.0	2.0	0.2	0.2	0.5	2.0	1 Cylinder	
Empty cylinders are collected from NIPHM, filled and delivered at NIPHM.										

संलग्नक / Annexure – III

कीमत बोली / PRICE BID – PART-B

NAME OF THE ITEM: **Analytical Gases**
(As per specifications mentioned at Annexure-II)

(A)

Sl. No	Name of the Gas	Purity (%)	Impurities should be less than (in ppm)						Quantity ($7m^3$ per cylinder)	Rate		Tax Per cylinder	Total Amount (Inc. Tax)
			O_2	H_2O	THC	CO	CO_2	N_2		Per m^3	Per Cylinder		
1	Nitrogen	99.9995	2.0	2.0	0.5	-	-	-	25 cylinders				
2	Hydrogen	99.999	2.0	2.0	0.5	0.5	0.5	140	25 cylinders				
3	Helium	99.9995	1.0	1.0	0.2	0.2	0.2	3.0	12 cylinders				
4	Air	99.999	19.5-23.5	3.0	0.2	1.0	1.0	-	25 cylinders				
5	Argon	99.9995	2.0	2.0	0.2	0.2	0.5	2.0	1 Cylinder				
Empty cylinders are collected from NIPHM, filled and delivered at NIPHM.													

Note:
1. Items should be delivered and installed at NIPHM.
2. GST should be indicated clearly with HSN code.
3. Prices should be quoted only in Indian rupees.

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 –IV

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**.
तेलंगान / Telangana,

महोदय/महोदया
Sir/Madam,

हम एतद्द्वारा ---------- 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 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-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.