



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: NIPHM/Stores/4(30)/Stationary & GC items/2017-18/17

Date: 20.12.2017

इ-निविदा सूचना
e-TENDER NOTICE

Sub: Invitation of **Online bids through e-procurement system in two bid for supply of Stationary and other General Consumable items at NIPHM, Hyderabad – Reg.**

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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 Stationary and other General Consumable items at NIPHM, Hyderabad in 'Two bid' system from the reputed manufacturers/authorized distributors/dealers. The list of items are tentative quantities mentioned in the Annexure-II. The quantity of items may increase or decrease at the time of award of purchase order depending on the actual need/requirement of NIPHM.**

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

- 1. Last Date & Time for submission of online bids** 14:00 hrs on 04.01.2018
- 2. Date & Time for Opening online bids (Technical bids)** 15:00 hrs on 05.01.2018

Note:

- 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.
- Instructions regarding submission of online bids are available at URL: <https://eprocure.gov.in/eprocure/>
- Bids should be submitted through online only. Manual / physical bids will not be accepted.**
- On submission of online bid, please intimate 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 : Bidders are requested to upload the required scanned copies of files as per the following:**
(Cover-1)
- File-1 :** Profile of the Company – stating whether the firm is partnership/registered under the Companies Act along with its necessary enclosures.
Scanned copy of Company 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 items listed at Annexure – II
- File-4 :** Scanned copy of EMD amount in the form of DD/BC.
- 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 – IV & V.

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

- I Price Bid : Bidders are requested to upload the required scanned copies of files as per the following:**
(Cover-2)
- File-1 :** Scanned copy of Commercial 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. 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 Hyderabad Jurisdictions**. 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 be increased or decreased depending on the actual need/requirement of NIPHM.
- f. The prices should be valid initially one year from the date of Award of contract/agreement. The NIPHM reserves the right to accept or reject any part/full of the quotation without assigning any reasons whatsoever.
- g. The rates quoted should be inclusive of all charges such as Octroi, packing, forwarding, insurance and loading, unloading, freight and clearance etc. and bidder should undertake to supply goods at NIPHM at his cost.
- h. The GST 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. This Institute will not provide "C" & "D" forms, hence quote for the taxes actually leviable. The firm must quote their TIN No. , PAN No., (IT returns) etc. in the quotation (attested copies to be enclosed).
- i. 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.

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 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/>

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. The Price should be quoted only in Indian Rupees.

VI. 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.

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.

X 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.

XI 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.

XII 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. 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 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. 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 31-08-2017 तक कम से कम 03 वर्षों का अनुभव होना चाहिए। The firm should have at least 3 year experience in dealing/supplying such items as on 31.08.2017.	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 has supplied such items in their business for 3 years.
3	विनिर्माताओं के संदर्भ में पिछले 03 वर्षों के दौरान कम से कम 01 वर्ष का सकल वार्षिक कारोबार रु. 25 लाख हो। In respect of manufacturers gross annual turnover of Rs. 25 lakhs at least for one year during last three years (i.e. FY 2014-15, 2015-16 & 2016-17) प्राधिकृत डीलरों के संदर्भ में विनिर्माता का कारोबार हिसाब में लिया जाएगा। In respect of authorized dealer, the turnover of the manufacturer will be taken into account. अन्य बोली लगाने वाले के संदर्भ में पिछले 03 वर्षों में से कम से कम 01 वर्ष का वार्षिक सकल कारोबार रु. 20 लाख (रूपए-बीस लाख मात्र) होना चाहिए। In respect of other bidders the annual gross turnover should be at least Rs. 20.00 lakhs (Rupees Twenty Lakhs only) at least for one year during last three years एनएसआईसी / एमएसएमई इकाईयों के पंजीकृत आपूर्तिकर्ताओं का कारोबार लागू नहीं होगा। Turnover not applicable to registered suppliers with NSIC/MSME Units	वार्षिक लेखा की प्रति विधिवत तौर पर हस्ताक्षरित एवं सनदी लेखाकार द्वारा अनुप्रमाणित होना चाहिए। Copy of Annual Accounts duly signed and attested by a Chartered accountant of FY 2014-15, 2015-16 & 2016-17.
4	कंपनी का आयकर निर्धारण कम से कम पिछले 03 वर्षों की अवधि का होना चाहिए। (मार्च 2017 तक) The firm should be income tax assessee at least for a period of three years upto March, 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	कंपनी/प्रतिष्ठान जीएसटी के तहत पंजीकृत होना चाहिए। The firm should be registered under GST	जीएसटी प्रमाणपत्रों की स्व अनुप्रमाणित प्रतियां Self attested copy of the certificate GST.
6	बयाना जमा राशि Earnest Money Deposit	Rs.16000/- (Rupees sixteen thousand only). The demand draft/Bankers Cheque from a Nationalized bank/Scheduled Bank should be drawn in favour of "NATIONAL INSTITUTE OF PLANT HEALTH MANAGEMENT", payable at Hyderabad-500 030
7	यदि कोई बोली लगाने वाला विभिन्न मदों के लिए एक या अधिक विनिर्माता की ओर से बोली लगाता है, तो	प्रत्येक विनिर्माता से डीलरशिप/एजेंट प्रमाणपत्र.

<p>उसे उन विनिर्माताओं के प्राधिकृत डीलर/एजेंट होना चाहिए।</p> <p>In case a bidder bids on behalf of more than one Manufacturer for different items, he should be a Authorized Dealer/Agent for those manufacturers.</p>	<p>Dealership/Agent Certificate from each manufacturer.</p>
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5. **Scope of the Work:**

- 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 at 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 07 DAYS** from the date of purchase order.
- e) **PRICE BID VALIDITY:** Bids shall remain valid initially 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.
- f) **Rates and Prices** Bidders should quote the rates in the format given in Price Bid - Annexure – III. 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 firm and final.
- g) **Prices quoted should be for FREE DELIVERY at NIPHM, Hyderabad-500 030.**
- h) The percentage of GST, surcharge, 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.
- i) GST should be indicated clearly.

6. **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.

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 valid for one year from the date of award of contract/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.

7.1 EMD Amount and Mode of Submission:

Rs. 16000/- (Rupees sixteen thousand only). The demand draft/Bankers Cheque from a Nationalized bank/Scheduled Bank should be drawn in favour of "NATIONAL INSTITUTE OF PLANT HEALTH MANAGEMENT", payable at Hyderabad-500 030 should be submitted to the office on or before tender closing date & time. If EMD is not received by closing date & time, tender should be rejected.

- a) "The EMD amount of the unsuccessful Tenderers will be returned after the acceptance of the successful Tenders within a reasonable time.
- 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.

8. PAYMENT OF SECURITY DEPOSIT (SD):

- a. The Successful firm(s) shall require to deposit **10%** of the order value (i.e Annual Rate Contract placed on an individual firm) as Security deposit/Performance Security either by means of demand draft or irrevocable Bank Guarantee obtained from any Nationalized/Scheduled banks in favour of National Institute of Plant Health Management (NIPHM), Hyderabad which should remain valid for 60 days beyond 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.
- b. The security deposit shall be forfeited, if the successful bidder fails to supply the stores as per specifications mentioned in the tender/P.O or does not accept the assigned work for any reason, whatsoever.

9. EXECUTION OF AGREEMENT:

- a) The successful Bidder is required to execute enter into an Agreement on non-judicial stamp paper of Rs.100/- for fulfilment of the contract. Along with the Agreement the required Security Deposit shall be remitted.
- b) The successful Bidders shall not assign or make over the contract, the benefit or burden thereof to any other person or persons or Body Corporate for the execution of the contract or any part thereof.

10. **PENALTY CLAUSE:**

If the firm fails to deliver the goods within the stipulated delivery period as mentioned in the purchase order or fails to comply any of the terms of condition of purchase order, penalty of 2% per day of value of order shall be imposed/levied as liquidated damages

11. **Warranty:** Warranty Certificate should be submitted along with the supply wherever applicable. Defects if any found during the guarantee/warranty period, the same should be replaced free of cost within 5 working days from the date of receipt of intimation from this Institute.

12. **REJECTION OF TENDER:**

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

13. **TERMS OF PAYMENT:**

- a. All the payment shall be made by Cheque/DD/RTGS/NEFT after supply and final acceptance by the designated officer.
- b. 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.
- 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.

14. **EXTENSION OF CONTRACT:**

The contract period will initially be for a period of one year extendable on satisfactory performance and mutual consent on the same terms and conditions on half year/yearly basis subject to a maximum period of another two years.

15. Bidder's Profile- PART-A:-**Supply of Stationary items on Annual Rate Contract for the year 2017-18 at NIPHM:**

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. PAN/GIR NO. (please enclose photocopy)	
4. GST registration No. (please enclose photocopy)	
5. The annual gross turnover of the firm should be not less than Rs.25.00 lakhs in case of manufacturer and Rs. 20.00 lakhs for others at least for one year during last three years till 31.03.2017. (Pl. enclose copies of ITR/Audited balance sheet and P&L account etc. of FY 2014-15, 2015-16 & 2016-17).	
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. Total Experience of the firm in supply of similar items (enclose proofs)	

Signature of authorised signatory

Name : _____

Designation _____

Seal :

16. Technical specifications for Supply of Stationary and General Consumable items at NIPHM, Hyderabad:

II a. कागज उत्पाद हेतु विनिर्देशन विशिष्टि
II a. Specifications for Paper Products

क्र.सं. SI No	मद(सामग्री) का नाम Name of the item	अनुमानित परिमाण Approximate Quantity	प्रदत्त मार्क/ब्रांड Make/Brand Offered	अनुपालन हां/ना Compliance Yes/ No
1	Envelope 12x10 cloth lined with NIPHM Logo & Address Printing - As Per Sample	5646 Nos.		
2	Envelope 16x12 cloth lined with NIPHM Logo & Address Printing - As Per Sample	5646 Nos.		
3	File covers with NIPHM Logo, Address & Other matter printing both sides (As Per Sample)	1081 Nos.		
4	File pads (As per Sample)	740 Nos.		
5	Certificate paper (100 Sheets) (Royal executive bond) 100 GSM	3 Pkts		
6	White charts (Standard quality)	488 Nos.		
7	White Envelope covers 11x5 with window with NIPHM Logo & Address Printing (90 GSM) - As Per Sample	5646 Nos.		
8	White Envelope covers 11x5 without window with NIPHM Logo & Address Printing (90 GSM) - As Per Sample	5646 Nos.		
9	White Envelope covers 9x4 with window (with NIPHM Logo & Address Printing (90 GSM)) - As Per Sample	5646 Nos.		
10	White Envelope covers 9x4 without window with NIPHM Logo & Address Printing (90 GSM) - As Per Sample	5646 Nos.		
11	Printing of Cash Receipt books (As per sample)	3 Nos.		
12	Printing and supply of inpatient/outpatient Reference books (As per sample)	5 Nos.		
13	Letter Head (NIPHM) (100 Sheets) (As per Sample)	8 Nos.		
14	Scribbling pads small with NIPHM printing (As per sample) Size: 8 ½" x 7 " Inner Pages : Inside pages single color 80 GSM Map litho paper ruled sheets with printing of NIPHM logo water colourbackground Cover page / Title page: Art Card 300 GSM,	4411 Nos.		

	Multi colour printing with lamination on front and inner side and back inner and outer side i.e multi colour printing on 4 pages (front & back) with glossy lamination – Printing matter photos provided by NIPHM Binding: Spiral binding on left side Total Pages: 40 papers / 80 pages Calendar Printing: Single colour back to back printing of annual calendar on Art Card; 90 GSM (inserted as separate paper in the scribbling pad as first paper) i.e. front side 2016 and back side i.e. 2015 & 2017 year calendar (or) as per requirement			
15	scribbling pads big with NIPHM printing (As per sample) Size: 10 ½” x 8 “ Inner Pages : Inside pages single color 80 GSM Map litho paper ruled sheets with printing of NIPHM logo water colour background Cover page / Title page: Art Card 300 GSM, Multi colour printing with lamination on front and inner side and back inner and outer side i.e multi colour printing on 4 pages (front & back) with glossy lamination – Printing matter photos provided by NIPHM Binding: Spiral binding on left side Total Pages: 40 papers / 80 pages Calendar Printing: Single colour back to back printing of annual calendar on Art Card; 90 GSM (inserted as separate paper in the scribbling pad as first paper) i.e. front side 2016 and back side i.e. 2015 & 2017 year calendar (or) as per requirement	980 Nos.		
16	Dot matrix printer paper without carbon 132 column sheets - 80 GSM (As per Sample)	2401 Nos.		
17	Dot matrix printer paper without carbon 80 column sheets-80 GSM (As per Sample)	6086 Nos.		
18	Note sheet pad Books (100 sheets per Book) (80 GSM with both side Left Margin on Full Scape size Paper)-As Per Sample	89 Nos.		
19	White paper Xerox/Printing A4 size (80 GSM)-Reputed Brand	151 Nos.		
20	Ruled 75-100 pages note pad (Kamal/Kapil /Equivalent Note pads) Standard quality-As per Sample (No. 44)	121 Nos.		
21	Printing and supply of Medicines prescription books (as per sample)	4 Nos.		

II b. लेखन सामग्रियों (मदों) का विनिर्देशन विशिष्टि

II b. Specifications for Stationary items

क्र.सं SI No	मद का नाम Name of the item	अनुमानित परिमाण Approximate Quantity	प्रदत्त मार्क/ब्रांड Make/Brand Offered	अनुपालन हां/ना Compliance Yes/ No
1	Erasers (Standard quality)	683 Nos.		
2	Scale (Standard quality) Big Size	345 Nos.		
3	Black pen with NIPHM printing (Standard quality)	109 Nos.		
4	Blue Pens with NIPHM printing (Standard quality)	4389 Nos.		
5	Red pens (Standard quality) with NIPHM Printing	90 Nos.		
6	CD markers (Standard quality)	135 Nos.		
7	Highlighter pen (Standard quality)	47 Nos.		
8	Cutter blade big size (Standard quality)	9 Nos.		
9	Binder clips small 15mm boxes	26 Nos.		
10	Jemclips (Standard quality)	15 Boxes		
11	File tags (Standard quality)	75 Nos.		
12	L Folders with NIPHM Logo, Address printing (As Per Sample)	450 Nos.		
13	Permanent Markers	30 Nos.		
14	Post it pads (Standard quality) (3x3)	32 Pkts		
15	Punching machine single (Standard quality)	11 Nos.		
16	White board dusters (good quality)	11 Nos.		
17	Zip lock covers 4x5" (100/pack)	37 Pkts		
18	Zip lock covers 5x3" (100/pack)	2 Pkts		
19	Zip lock covers 8x10" (100/pack)	2 Pkts		
20	Long note book plain (Good quality)	150 Nos.		
21	Solo MC 212 folders (good quality)	139 Nos.		
22	Pencils (Standard quality)	1001 Nos.		
23	Sharpeners (Standard quality)	514 Nos.		
24	Good quality pens (Cello Sapphire Pens)	503 Nos.		
25	Sketch pens (Standard quality)	448 Nos.		
26	Stamp pad medium (Good quality)	11 Nos.		
27	Stapler Small (Kangaro – No. 10)	28 Nos.		
28	Stapler pins big (No. 24/6) good quality	13 Boxes		
29	White Gum bottle 700ml Lion/Equivalent (Camel) good quality	6 Nos.		
30	Brown tape big (Standard quality)	64 Nos.		
31	Cello tape 1.5" Transparent good	70 Nos.		

	qualtiy			
32	Cello tapes 1" Transparent good quality	118 Nos.		
33	cello tape 2"	3 Nos.		
34	Scale (Steel) 1 feet	1 Nos.		
35	visiting cards (100/Pack)	65 Nos.		
36	Correction Pen (Standard quality)	44 Nos.		
37	Box Files big size (Best Quality)	28 Nos.		
38	Calculator (Standard quality) two way power, 12 digit (Citizen / Casio / Equivalent	26 Nos.		
39	Cutter Medium Size (Standard quality)	12 Nos.		
40	Scissors 8" (Standard quality)	38 Nos.		
41	White Board Marker pens (Standard quality)	70 Nos.		
42	Batteries (AA) Everyday / Nippo / Equivalent	107 Nos.		
43	Batteries (AAA) Everyday / Nippo / Equivalent	334 Nos.		
44	Stapler Medium (Big) (Kangaro) Good Quality	6 Nos.		
45	CD covers (Bubble/Sponge) for courier (good quality)	424 Nos.		
46	Sticker lable sheets (Computer CD-3 per Sheet (A4 size)(100 sheet/pack)	12 Nos.		
47	Ball pens Cello Paper soft Blue)/Equivalent (As per Sample)	541 Nos.		
48	Stamp pad Big (Good Quality)	23 Nos.		
49	DVD (Standard quality)	408 Nos.		
50	Fevi Stick (Good quality)	224 Nos.		
51	CD's with printing on cover (NIPHM Logo)	3117 Nos.		

II c. सामान्य उपभोज्य मदों हेतु विनिर्देशन विशिष्टि
II c. Specifications for General Consumable Items

क्र.सं SI No	मद का नाम Name of the item	अनुमानित परिमाण Approximate Quantity	प्रदत्त मार्क/ब्रांड Make/Brand Offered	अनुपालन हां/ना Compliance Yes/ No
1	Bucket (20-25 Lt) with Mug (1-1.5 Lt) Best quality	83 Nos.		
2	Dust pans (As per sample)	2 Nos.		
3	Floor cleaner disinfectants (1 Lt./Pack) Lizol / Domex /Equivalent	140 Nos.		
4	Liquid hand wash bottle 215ml Detol / Lifeboy / Equivalent	38 Nos.		
5	Naphtalin balls (1 kg / Pack)	8.5 Kgs		
6	Room Freshners 160gm / Equivalent	45 Nos.		
7	Nylon Scrubber (Good Quality)	10 Nos.		

8	Toilet cleaner liquid (500ml)Domex / Harpic / Equivalent	18 Nos.		
9	Liquid for Glass cleaning (500 ml / pack) Colin / Equivalent branded good quality	48 Nos.		
10	Check duster (Standard quality)	152 Nos.		
11	Door mats (normal size) standard quality	135 Nos.		
12	Air Freshener 50g Odonil / Equivalent	245 Nos.		
13	Dry Mops (good quality) As per sample	1 Nos.		
14	Wifer small size (good quality) As per sample	5 Nos.		
15	Wet mops 5 feet long metal pipe with bleached cotton material, (As per sample good quality)	6 Nos.		
16	Yellow dusters (good Quality)	96 Nos.		
17	Water bottles (1 Ltrs) (Kinely/Aqua)	3533 Nos.		
18	Phenyl for lab cleaning (1 ltr / bottle) – Branded & good quality	266 Nos.		
19	Homocols (400 grm /pack) good quality	12 Pkts		
20	Toilet cleaner Brush (Round with stick)	1 Nos.		
21	All out / Good night / Equivalent (45 nights) Mosquito Repellant (Machine + Refill)	221 Nos.		
22	All out / Good night / Equivalent (45 nights) Mosquito Repellant (Refill)	514 Nos.		
23	Bath Soap 25g (Branded)	309 Nos.		
24	Coconut brooms (Good quality)	154 Nos.		
25	Dustbins with lid 7 Lt. (foot operated heavy duty) as per sample best quality	23 Nos.		
26	Scrubber stainless steel (Good Quality)	278 Nos.		
27	Soap oil (1 Lt./Pack) good quality	243 Nos.		
28	soft brooms 44” (good quality) As per sample	3 Nos.		
29	Jala Stick (good quality) As per sample	1 Nos.		
30	Hit (Insect Killer)	15 Nos.		
31	Air Pump, good quality	3 Nos.		
32	Green Scrubber (Good Quality)	1 Nos.		
33	Tissue paper for face 2 ply (100/boxes) PREMIER / Equivalent	74 Boxes		
34	Toilet Tissue rolls 6/packs	17 Pkts		
35	Towels (Turkey) – Big size 36x72”	14 Nos.		
36	Water Glasses 6/set (Borosil Glass / Equivalent) for official use	17 Boxes		
37	Wifer Cloth (white) (good quality)	17 Nos.		

	As per sample			
38	Water Bottles (1/2 Ltrs) (Kinely/Aqua)	1712 Nos.		

II d. बही/रजिस्ट्रों हेतु विनिर्देशन विशिष्टि
II d. Specifications for Books /Registers

क्र.सं Sl No	मद का नाम Name of the item	अनुमानित परिमाण Approximate Quantity	प्रदत्त मार्क/ब्रांड Make/Brand Offered	अनुपालन हां/ना Compliance Yes/ No
1	Registers (100 pages)	12 Nos.		
2	Registers (200 pages)	42 Nos.		
3	Registers (400 pages)	29 Nos.		
4	In & Out Ward Registers	1 No.		
5	Registers (300 pages)	1 No.		

Bidders are requested to verify the samples available at NIPHM (for quality standards, item specifications etc aspects) before submitting the tender quotation for the above items. The supply will be accepted only, if the offered items are in accordance with the samples/as per technical specifications of NIPHM. No Deviation will be accepted. The quantity of items may be increased or decreased depending on the actual need/requirement of NIPHM.

PART – B

17. कीमत बोली/ PRICE BID

III a. कागज उत्पाद हेतु विनिर्देशन विशिष्टि

III a. Specifications for Paper Products

क्र.सं SI No	मद का नाम Name of the item	अनुमानित परिमाण Approximate Quantity	प्रदत्त मार्क/ब्रांड Make/Brand Offered	इकाई दर (रु. में) Unit Rate In Rs	GST % if any & HSN Code	Total Amount for total quantity In Rs. (Incl. Taxes)
1	Envelope 12x10 cloth lined with NIPHM Logo & Address Printing - As Per Sample	5646 Nos.				
2	Envelope 16x12 cloth lined with NIPHM Logo & Address Printing - As Per Sample	5646 Nos.				
3	File covers with NIPHM Logo, Address & Other matter printing both sides (As Per Sample)	1081 Nos.				
4	File pads (As per Sample)	740 Nos.				
5	Certificate paper (100 Sheets) (Royal executive bond) 100 GSM	3 Pkts				
6	White charts (Standard quality)	488 Nos.				
7	White Envelope covers 11x5 with window with NIPHM Logo & Address Printing (90 GSM) - As Per Sample	5646 Nos.				
8	White Envelope covers 11x5 without window with NIPHM Logo & Address Printing (90 GSM) - As Per Sample	5646 Nos.				
9	White Envelope covers 9x4 with window (with NIPHM Logo & Address Printing (90 GSM)) - As Per Sample	5646 Nos.				
10	White Envelope covers 9x4 without window with NIPHM Logo & Address Printing (90 GSM) - As Per Sample	5646 Nos.				
11	Printing of Cash Receipt books (As per sample)	3 Nos.				
12	Printing and supply of inpatient/outpatient Reference books (As per sample)	5 Nos.				
13	Letter Head (NIPHM) (100 Sheets) (As per Sample)	8 Nos.				
14	Scribbling pads small with	4411				

	NIPHM printing (As per sample) Size: 8 ½” x 7 “ Inner Pages : Inside pages single color 80 GSM Map litho paper ruled sheets with printing of NIPHM logo water colourbackground Cover page / Title page: Art Card 300 GSM, Multi colour printing with lamination on front and inner side and back inner and outer side i.e multi colour printing on 4 pages (front & back) with glossy lamination – Printing matter photos provided by NIPHM Binding: Spiral binding on left side Total Pages: 40 papers / 80 pages Calendar Printing: Single colour back to back printing of annual calendar on Art Card; 90 GSM (inserted as separate paper in the scribbling pad as first paper) i.e. front side 2016 and back side i.e. 2015 & 2017 year calendar (or) as per requirement	Nos.				
15	scribbling pads big with NIPHM printing (As per sample) Size: 10 ½” x 8 “ Inner Pages : Inside pages single color 80 GSM Map litho paper ruled sheets with printing of NIPHM logo water colour background Cover page / Title page: Art Card 300 GSM, Multi colour printing with lamination on front and inner side and back inner and outer side i.e multi colour printing on 4 pages (front & back) with glossy lamination – Printing matter photos provided by NIPHM Binding: Spiral binding on left side Total Pages: 40 papers / 80 pages Calendar Printing: Single colour back to back printing of annual calendar on Art Card; 90 GSM (inserted as separate paper in the scribbling pad as first paper) i.e. front side 2016 and back side i.e. 2015 & 2017 year calendar (or) as per requirement	980 Nos.				
16	Dot matrix printer paper	2401				

	without carbon 132 column sheets - 80 GSM (As per Sample)	Nos.				
17	Dot matrix printer paper without carbon 80 column sheets-80 GSM (As per Sample)	6086 Nos.				
18	Note sheet pad Books (100 sheets per Book) (80 GSM with both side Left Margin on Full Scape size Paper)-As Per Sample	89 Nos.				
19	White paper Xerox/Printing A4 size (80 GSM)-Reputed Brand	151 Nos.				
20	Ruled 75-100 pages note pad (Kamal/Kapil /Equivalent Note pads) Standard quality-As per Sample (No. 44)	121 Nos.				
21	Printing and supply of Medicines prescription books (as per sample)	4 Nos.				

III b. लेखन सामग्रियों (मदों) का विनिर्देशन विशिष्टि

III b. Specifications for Stationary items

क्र.सं SI No	मद का नाम Name of the item	अनुमानित परिणाम Approximate Quantity	प्रदत्त मार्क/ब्रांड Make/Brand Offered	ईकाई दर (रू. में) Unit Rate In Rs	GST % if any & HSN Code	कुल राशि Total Amount In Rs.
1	Erasers (Standard quality)	683 Nos.				
2	Scale (Standard quality) Big Size	345 Nos.				
3	Black pen with NIPHM printing (Standard quality)	109 Nos.				
4	Blue Pens with NIPHM printing (Standard quality)	4389 Nos.				
5	Red pens (Standard quality) with NIPHM Printing	90 Nos.				
6	CD markers (Standard quality)	135 Nos.				
7	Highlighter pen (Standard quality)	47 Nos.				
8	Cutter blade big size (Standard quality)	9 Nos.				
9	Binder clips small 15mm boxes	26 Nos.				
10	Jemclips (Standard quality)	15 Boxes				
11	File tags (Standard quality)	75 Nos.				
12	L Folders with NIPHM Logo, Address printing (As Per Sample)	450 Nos.				
13	Permanent Markers	30 Nos.				
14	Post it pads (Standard quality) (3x3)	32 Pkts				
15	Punching machine single (Standard quality)	11 Nos.				
16	White board dusters (good quality)	11 Nos.				
17	Zip lock covers 4x5" (100/pack)	37 Pkts				
18	Zip lock covers 5x3" (100/pack)	2 Pkts				
19	Zip lock covers 8x10" (100/pack)	2 Pkts				
20	Long note book plain (Good quality)	150 Nos.				
21	Solo MC 212 folders (good quality)	139 Nos.				
22	Pencils (Standard	1001 Nos.				

	quality)					
23	Sharpeners (Standard quality)	514 Nos.				
24	Good quality pens (Cello Sapphire Pens)	503 Nos.				
25	Sketch pens (Standard quality)	448 Nos.				
26	Stamp pad medium (Good quality)	11 Nos.				
27	Stapler Small (Kangaro – No. 10)	28 Nos.				
28	Stapler pins big (No. 24/6) good quality	13 Boxes				
29	White Gum bottle 700ml Lion/Equivalent (Camel) good quality	6 Nos.				
30	Brown tape big (Standard quality)	64 Nos.				
31	Cello tape 1.5" Transparent good quality	70 Nos.				
32	Cello tapes 1" Transparent good quality	118 Nos.				
33	cello tape 2"	3 Nos.				
34	Scale (Steel) 1 feet	1 Nos.				
35	visiting cards (100/Pack)	65 Nos.				
36	Correction Pen (Standard quality)	44 Nos.				
37	Box Files big size (Best Quality)	28 Nos.				
38	Calculator (Standard quality) two way power, 12 digit (Citizen / Casio / Equivalent)	26 Nos.				
39	Cutter Medium Size (Standard quality)	12 Nos.				
40	Scissors 8" (Standard quality)	38 Nos.				
41	White Board Marker pens (Standard quality)	70 Nos.				
42	Batteries (AA) Everday / Nippo / Equivalent	107 Nos.				
43	Batteries (AAA) Everday / Nippo / Equivalent	334 Nos.				
44	Stapler Medium (Big) (Kangaro) Good Quality	6 Nos.				

45	CD covers (Bubble/Sponge) for courier (good quality)	424 Nos.				
46	Sticker lable sheets (Computer CD-3 per Sheet (A4 size)(100 sheet/pack)	12 Nos.				
47	Ball pens Cello Paper soft Blue)/Equivalent (As per Sample)	541 Nos.				
48	Stamp pad Big (Good Quality)	23 Nos.				
49	DVD (Standard quality)	408 Nos.				
50	Fevi Stick (Good quality)	224 Nos.				
51	CD's with printing on cover (NIPHM Logo)	3117 Nos.				

III c. सामान्य उपभोज्य मदों हेतु विनिर्देशन विशिष्टि

III c. Specifications for General Consumable Items

क्र.सं Sl No	मद का नाम Name of the item	अनुमानित परिमाण Approximate Quantity	प्रदत्त मार्क/ब्रांड Make/Brand Offered	ईकाई दर (रू. में) Unit Rate In Rs	GST % if any & HSN Code	कुल राशि Total Amount In Rs.
1	Bucket (20-25 Lt) with Mug (1-1.5 Lt) Best quality	83 Nos.				
2	Dust pans (As per sample)	2 Nos.				
3	Floor cleaner disinfectants (1 Lt./Pack) Lizol / Domex /Equivalent	140 Nos.				
4	Liquid hand wash bottle 215ml Detol / Lifeboy / Equivalent	38 Nos.				
5	Naphtalin balls (1 kg / Pack)	8.5 Kgs				
6	Room Freshners 160gm / Equivalent	45 Nos.				
7	Nylon Scrubber (Good Quality)	10 Nos.				
8	Toilet cleaner liquid (500ml)Domex / Harpic / Equivalent	18 Nos.				
9	Liquid for Glass cleaning (500 ml / pack) Colin / Equivalent branded good quality	48 Nos.				
10	Check duster (Standard quality)	152 Nos.				

11	Door mats (normal size) standard quality	135 Nos.				
12	Air Freshener 50g Odonil / Equivalent	245 Nos.				
13	Dry Mops (good quality) As per sample	1 Nos.				
14	Wifer small size (good quality) As per sample	5 Nos.				
15	Wet mops 5 feet long metal pipe with bleached cotton material, (As per sample good quality)	6 Nos.				
16	Yellow dusters (good Quality)	96 Nos.				
17	Water bottles (1 Ltrs) (Kinely/Aqua)	3533 Nos.				
18	Phenyl for lab cleaning (1 ltr / bottle) – Branded & good quality	266 Nos.				
19	Homocols (400 grm /pack) good quality	12 Pkts				
20	Toilet cleaner Brush (Round with stick)	1 Nos.				
21	All out / Good night / Equivalent (45 nights) Mosquito Repellant (Machine + Refill)	221 Nos.				
22	All out / Good night / Equivalent (45 nights) Mosquito Repellant (Refill)	514 Nos.				
23	Bath Soap 25g (Branded)	309 Nos.				
24	Coconut brooms (Good quality)	154 Nos.				
25	Dustbins with lid 7 Lt. (foot operated heavy duty) as per sample best quality	23 Nos.				
26	Scrubber stainless steel (Good Quality)	278 Nos.				
27	Soap oil (1 Lt./Pack) good quality	243 Nos.				
28	soft brooms 44” (good quality) As per sample	3 Nos.				
29	Jala Stick (good quality) As per sample	1 Nos.				
30	Hit (Insect Killer)	15 Nos.				

31	Air Pump, good quality	3 Nos.				
32	Green Scrubber (Good Quality)	1 Nos.				
33	Tissue paper for face 2 ply (100/boxes) PREMIER / Equivalent	74 Boxes				
34	Toilet Tissue rolls 6/packs	17 Pkts				
35	Towels (Turkey) – Big size 36x72”	14 Nos.				
36	Water Glasses 6/set (Borosil Glass / Equivalent) for official use	17 Boxes				
37	Wifer Cloth (white) (good quality) As per sample	17 Nos.				
38	Water Bottles (1/2 Ltrs) (Kinely/Aqua)	1712 Nos.				

III d. बही/रजिस्ट्रों हेतु विनिर्देशन विशिष्टि

III d. Specifications for Books /Registers

क्र.सं Sl No	मद का नाम Name of the item	अनुमानित परिमाण Approximate Quantity	प्रदत्त मार्क/ब्रांड Make/Brand Offered	ईकाई दर (रू. में) Unit Rate In Rs	GST % if any & HSN Code	कुल राशि Total Amount In Rs.
1	Registers (100 pages)	12 Nos.				
2	Registers (200 pages)	42 Nos.				
3	Registers (400 pages)	29 Nos.				
4	In & Out Ward Registers	1 No.				
5	Registers (300 pages)	1 No.				

- Note:**
1. Items should be delivered at NIPHM.
 2. GST should be indicated clearly.
 3. Prices should be quoted only in Indian rupees.
 4. The quantity of items may be increased or decreased depending on the actual need/requirement of NIPHM.

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 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-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 / 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 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 price 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.