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ICAR – NATIONAL RESEARCH CENTRE ON MITHUN
मेड्जीफेमा, दीमापुर-797106, नागालैंड (भारत)
Medziphema, Dimapur-797106, Nagaland (India)



Tel. No. 03862-247340

F.No.NRCM(S)12/2017(Vol.XI)

Date:18.12.2017

e-TENDER BIDDING DOCUMENT

Critical Date Sheet

Tender No.	F.No.NRCM(S)12/2017(Vol.XI)
Date of release of Tender through e-procurement	19.12.2017 at 11:30 AM
Bid Submission start date & time	19.12.2017 at 11:30 A.M.
Last date of query/clarification by the bidder	19.01.2018 at 2:00 P.M.
Last date & time for submission of bid	19.01.2018 at 2:30 PM.
Date & time for opening of technical bid	20.01.2018 at 3:00 PM.
Address for Communication	Director, ICAR-National Research Centre on Mithun, Medziphema, Dimapur, Nagaland – 797 106



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F.No.NRCM(S)12/2017(Vol.XI)

Date:18.11.2017

NOTICE FOR INVITING TENDER THROUGH E-PROCUREMENT

Online Bids are invited from reputed interested firms for **entering into Annual Rate Contract for the supply of Animal feed ingredients** at ICAR-NRC on Mithun, Medziphema, Nagaland. The details of requirement for one year are given below

Sl. No.	Name of the feed ingredients required	Approximate Annual Requirement (in Kg)		
		ICAR-NRCM, Medziphema	ICAR-NRCM, Porba	Total
1.	Maize Powder	30000 kg	6710 kg	36710 kg
2.	Rice Polish	39000 kg	5500 kg	44500 kg
3.	Wheat Bran	50640 kg	8250 kg	58890 kg
4.	M.O.C. Powder	22800 kg	4950 kg	27750 kg
5.	Salt	1440 kg	330 kg	1770 kg

The **CRITICAL DATE SHEET** of the e-tender is given below:

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Address for Communication	Director, ICAR-National Research Centre on Mithun, Medziphema, Dimapur, Nagaland – 797 106

1. The Tender form/bidding documents may be downloaded from the Institute website www.nrcmithun.res.in and <https://eprocure.gov.in/eprocure/app>. Online submission of Bids through **Central Public Procurement Portal** (<https://eprocure.gov.in/eprocure/app>) is mandatory. Manual/Offline bids shall not be accepted under any circumstances.

2. Tenderers/bidders are requested to visit the above website regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
3. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Institute reserves the right to accept or reject any or all the tenders.
4. The interested bidders are required to compulsorily deposit the Earnest Money Deposit (EMD) of Rs.72,000/- (refundable) in any of the following ways:
 - a) Demand Draft/FDR-TDR/BG from any of the Commercial bank in favour of **DIRECTOR - NRCM payable at SBI, Medziphema Branch, (Code – 06759)**. The Demand Draft/FDR-TDR/BG may be sent by speed post/Regd. Post or submit in person to the Admin. Officer, ICAR-NRC on Mithun on or before the bid opening date & time as mentioned in the Critical Date Sheet. EMD submitted through Courier Services will not be accepted.
 - b) Bank Transfer/Deposit in the Institute Bank A/c **No.11667721897, SBI, Medziphema Branch, IFSC –SBIN0006759**.
 - c) The EMD may also be deposited through the POS Machine available with the Cashier of the Institute.
5. The payment of the EMD by any of the above modes has to be invariably made on or before the bid opening date & time as mentioned in the Critical Date Sheet.
6. Bidders need not come at the time of Technical as well as Financial Bid opening at ICAR-NRCM. They can view live bid opening after logging in on CPPP e-procurement portal at their remote end. If bidder wants to join bid opening at ICAR-NRCM then they have to come with bid acknowledgment slip that is generated after successfully submission of online bid.

Sd/-
Asstt. Administrative Officer

PREPARATION OF BID

I. The bid will comprise of two separate parts, Technical Bid and Financial Bid (BOQ). Document Comprising the Bid (The firms are required to upload scanned copies of the following documents):-

I.1 Technical Bid:

1. Scanned copy of Earnest Money Deposit (EMD) or its exemption certificate, if any.
2. Scanned copy of Firm registration.
3. Scanned copy of PAN Card.
4. Scanned copy of GST allotted to the firm.
5. Scanned copy of Income Tax Statement for the last two/three years. its exemption certificate, if exempted.
6. Scanned copy of duly filled and signed Annexure I.
7. Scanned copy of duly filled and signed undertaking Annexure II.
8. Scanned copy of User List (if any)/Purchase Orders.
9. Scanned copy of Compliance Report of the Feed Ingredients as per **schedule of requirement Section - 1**

I.2 Financial Bid:-

1. Price Bid as BoQ .xls (As per instruction contained in Section – 2.
2. Bid sent by fax/telex/cable shall be rejected.
3. **Price Bid or any other documents exhibiting the price should not be attached with the Technical Bid.**

II. Terms and Conditions:

1. Size of crushed maize should vary between 1204 to 2057 microns; at least 70 to 80% of the crush grains should be of this size.
2. Rates may be quoted for F.O.R. destination. However, the firm concerned should clearly mention whether rate quoted are for F.O.R. destination or Ex-godown. If quoted F.O.R. destination, the rates of feed ingredients and transportation charges should be mentioned separately.
3. All firms intending to participate in the bid should quote for all the items.
4. The firms should attach scanned copies of all the documents asked at clause I.1 failing which the bid is liable to be rejected.
5. All other charges like loading/unloading are payable by the supplier and should be mentioned that they are included in the rate of feed items. However, rate of tax may be included separately.
6. The rate quoted for the supply should remain fixed for the contract period. The supplier should ensure that the items will be readily available during the contract period.
7. The price should be quoted in terms of Kilogram (Kg).
8. The interested bidders must attach packet sample of the ingredients quoted for preservation of the same by the Institute till contract period.

9. The successful supplier will have to deposit 5% of the total value of stores required for contract period as “Security Money Deposit” (SMD) in the form of FDR/Bank Guarantee, refundable after successful completion of the contract period without any interest. EMD will be refunded after receipt of SMD.
10. Any deviation from the terms & conditions, observance of discrepancies in feed quality etc. shall lead to forfeit of “Security Money Deposit” of the supplier and suitable action deemed fit for “unfair trade practices” shall be initiated.
11. Acceptance of feed ingredients is subject to the satisfactory report from the feed Inspection Committee of the Institute.
12. The quantity mentioned above may increase or decrease as per the requirement at the discretion of the Competent Authority.
13. The supply will be required on monthly basis or as per need and order will be placed well in advance, except in emergency cases.
14. Delay in supply of the stores within the prescribed time limit as per the supply order shall attract 0.5% penalty of the bill value per week and part thereof.
15. Feed will be received only after the weighment at an approved Dharamkata or from other approved agencies, which is mandatory and the cost of the weighment to be borne by the supplier.
16. Supply not found upto the mark will be rejected and thus Institute will not be held responsible for the loss/inconvenience caused to the supplier.
17. The Director, ICAR-NRC on Mithun, Medziphema, Nagaland reserves the right to accept or reject any or entire tender(s) without assigning any any reason thereof.
18. For any dispute the Director’s decision will be final and binding on either side.

SECTION - 1

LIST OF REQUIREMENTS FOR ONE YEAR

Sl. No.	Name of the feed ingredients required	Moisture (Max.)	Total Ash (Max.)	Crude Protein (Minimum)	Acid Insoluble Ash (Max.)	Approximate Annual Requirement (in Kg)		
						ICAR-NRCM, Medziphema	ICAR-NRCM, Porba	Total
1.	Crushed Maize (The crushed maize should vary between 1204 to 2057 microns; at least 70 to 80% of the crushed grains should be of this size)	12.5%	5.0%	8.0%	-	30000 kg	6710 kg	36710 kg
2.	Mustard Cake	12.0%	9.0%	33.0%	2.5%	22800 kg	4950 kg	27750 kg
3.	Wheat Bran	12.5%	-	13.0%	0.25%	50640 kg	8250 kg	58890 kg
4.	Rice Polish	10%	10%	11.0%	1.5%	39000 kg	5500 kg	44500 kg
5.	Salt	-	-	-	-	1440 Kg	330 kg	1770 kg

SECTION-2

PRICE BID

**To be quoted separately in the excel sheet provided as BOQ (Financial Bid)
and uploaded in the CPP Portal**

IN THE FIRM LETTER HEAD

Name of the Firm _____

Registered/Postal Address _____

1.	Permanent Account Number (PAN)	
2.	Firm Registration No.	
3.	Trade Licence No.	
4.	GST No.	
5.	Details of EMD	
6.	Bank Details	
(i)	Bank Name	
(ii)	Branch Address	
(iii)	Account Number	
(iv)	Type of Account: (Current/Saving)	
(v)	MICR No.	
(vi)	RTGS/NEFT code	

Date:

Name of the Authorized Signatory

Place:

Stamp & Signature

ANNEXURE-II

UNDERTAKING (to be submitted in Agency/firm's letter pad)

I/We have read and understood ICAR-NRC on Mithun's General Terms and Conditions contained in the application form. I/We do hereby declare that all the details provided in this application form are true to the best of my/our knowledge and belief and any mis-representation of facts will render me/us liable to any action as may be deemed fit by ICAR-NRC on Mithun.

I/We do hereby also accept ICAR-NRC on Mithun have the right to accept or reject this application and not to issue invitation to tender me/us.

I/We undertake to communicate promptly to ICAR-NRC on Mithun any change in the condition or working of the firm. It is certified that we have not been blacklisted by any organization of Government of India including Central Vigilance Commission (CVC) in the last three years. The undersigned is fully authorized, he/she represent. I/We authorized ICAR to approach individuals, employees, firms and corporations to verify our competence and general reputation.

Signature.....

Name:.....

Designation:.....

Address:.....

Place:.....

Date:.....

Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

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

REGISTRATION

- Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL <https://eprocure.gov.in/eprocure/app>.) by clicking on the link ‘**Online Bidder Enrollment**’ on the CPP Portal which is free of charge.
- As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 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.
- Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (class II or Class III certificates with signing key usage) issued by any certifying authority recognized by CCA India (e.g. Sify/nCode/eMudhra etc.) with their profile.
- 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.
- Bidder then logs in to the site through the secured log-in by entering their users ID/password and the password of the DSC/e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 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.
- 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.
- 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

- Bidder should take into account any corrigendum published on the tender document before submitting their bids.

- 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.
- Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLS/RAR/DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- To avoid the time and effort required I uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use 'My Space' or 'other important Documents' area available to them to upload such documents. These documents may be directly submitted from the 'My Space' area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- Bidder has to select the payment option as 'offline' to pay the tender fee/EMD as applicable and enter details of the instrument.
- Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- Bidders are requested to note that they should necessarily submit their financial bids in the Format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cell 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.
- The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

- All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric, encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- Upon the successful and timely submission of bids (i.e. after clicking 'Freeze Bid Submission' in the portal), the portal will give a successful bid submission message and a bid summary will be displayed with the bid no. and the date and time of submission of the bid with all other relevant details.
- The bid summary has to 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.

ASSISSTANCE TO BIDDERS

- Any queries relating to the tender documents and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contract person indicated in the tender.
- **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 Nos. 0120-4200462/0120-4001002 or Mobile No. +91 8826246593.**
