

**ICAR-NATIONAL RESEARCH CENTRE ON MITHUN
MEDZIPHEMA, DIMAPUR
NAGALAND – 797 106**

F. No. NRCM(S)359/2016

Dated :24.11.2017

E-Procurement Tender Notice

Director, ICAR-National Research Centre on Mithun, Medziphema, Nagaland invites e-tenders **FOR SUPPLY & MAINTENANCE OF HORTICULTURE (150 NOS. OF VARIOUS SEASONAL FLOWER PLANTS IN POTS) AT ICAR-NRC on MITHUN, OFFICE BUILDING, MEDZIPHEMA** on Annual Rate Contract (ARC) as per details below.

1. Details of Tender Deposits:-

Cost of Tender Form : NIL
Earnest Money Deposit : **Rs. 6,000/-** (Rupees Six four thousand) only
Security Deposit : 5% to 10% of the estimated value of contract value

2. Tender schedule:

Tender ID No.	NRCM(S)359/2016
Date of release of Tender through e-procurement	25.11.2017 at 10:30 AM
Bid Submission Start date/time	25.11.2017 at 10:30 AM.
Last date & time for submission of bid	18.12.2017 at 2:30 PM.
Date & time for opening of technical bid	19.12.2017 at 3:00 PM.
Address for Communication	Director, ICAR-National Research Centre on Mithun, Medziphema, Dimapur, Nagaland – 797 106

On-line bids are invited under two-bid system through e-procurement system from registered/well-established/reputed firms **FOR SUPPLY& MAINTENANCE OF HORTICULTURE (150 NOS. OF VARIOUS SEASONAL FLOWER PLANTS IN POTS) AT ICAR-NRC on MITHUN, OFFICE BUILDING, MEDZIPHEMA** on Annual Rate Contract (ARC) basis.

Details of Tender form, terms & conditions can be downloaded from the website www.nrcmithun.res.in upto 2:30PM of 18.12.2017. On-line bids complete in all respects should be submitted online through CPP portal <https://eprocure.gov.in/eprocure/app> only on or before the prescribed last date and time.

In case, holiday is declared by the Government on the day of opening bids, the bids will be opened on the next working day at the same time. The Office reserves the right to accept or reject any or all the tenders without assigning any reason.

Please note that only online bids will be accepted.

**(AJEN LAMA)
Administrative Officer**

**ICAR-NATIONAL RESEARCH CENTRE ON MITHUN
MEDZIPHEMA, MEDZIPHEMA,
NAGALAND – 797 106**

Tel. No. 03862-247341

Fax.No.03862-247340

Dated :24.11.2017

F. No. NRCM(S)359/2016

Note: - All communications must be addressed to DIRECTOR, ICAR-NATIONAL RESEARCH CENTRE ON MITHUN, MEDZIPHEMA DIMAPUR NAGALAND PIN-797 106.

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS FOR SUPPLY & MAINTENANCE OF HORTICULTURE (150 NOS. OF VARIOUS SEASONAL FLOWER PLANTS IN POTS) AT ICAR-NRC on MITHUN, OFFICE BUILDING, MEDZIPHEMA ON ARC BASIS.

From:

Administrative Officer
ICAR-NRC on Mithun,
Medziphema, Nagaland

To

Dear Sir(s),

Online Tenders in **two bid system (financial and technical)** are hereby invited on behalf of the Director, ICAR-National Research Centre on Mithun, Medziphema **“FOR SUPPLY & MAINTENANCE OF HORTICULTURE (150 NOS. OF VARIOUS SEASONAL FLOWER PLANTS IN POTS) AT ICAR-NRC on MITHUN, OFFICE BUILDING, MEDZIPHEMA”** The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts placed by the ICAR-NRC on Mithun and the special terms and conditions detailed in the Tenders forms and its schedules.

2. An earnest money refundable of **Rs.6,000/- (Rupees Six thousand) only** must be deposited by demand draft as per details given above. The particulars of the earnest money deposited must be superscribed on the top of the envelope by indicating the DD number with date, failing which the Tenders will not be opened. The Earnest money must be deposited separately before last date in person to Administrative Officer or by speed post or may be deposited directly online in the institute bank account favouring “Director-NRCM” A/c. No. 11667721897, SBI, Medziphema Branch, IFS Code-SBIN0006759. The scan copy of the deposit slip must be uploaded in the technical bid section. Tenders without earnest money will not be considered. MSME firms claiming exemption from payments of earnest money (EMD) should submit copy of certificate from the Competent Govt Authority.
3. The tenderer is being permitted to give tenders in considerations of the stipulations on his part that

after submitting his tenders, he will not resile from his offer or modify the terms and conditions thereof. If the tender fail to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the institute. In the event of the offer made by the tenderer not being accepted the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the institute. **An undertaking as per Annexure-X** is also required to be submitted by the tendering firm alongwith the technical bid.

4. The Schedules of the Tenders form should be uploaded with online bids. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the Tenderer. In such cases reference to the additional pages must be made in the Tenders form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter alongwith the Tender document highlighting where the modification is required.
5. The tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the tenders is not duly filled in. Individual signing in the tenders or other documents connected with the contract may specify whether he signs in the capacity of (i) a sole proprietor of the firm or constituent attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration disputes concerning the business of disputes by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.
6. **If the selected tenderer does not accept the offer, after issue of letter of award by the institute within 15 days, the offer made shall be deemed to be withdrawn without any notice and earnest money forfeited and the contract will be cancelled.**
7. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the tenders and all other related documents must be signed by every partner of the firm. A person signing the tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the Institute shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tenders and the schedules to the tenders and annexure, if any, should be signed by the tenderer.
8. EMD must be deposited with the Administrative Officer during working hours on all working days before the last date and time. EMD sent by speed post must reach before the last date and time ie **2:30 PM of 18.12.2017**
9. In the **Financial Bid (excel sheet BOQ), the rates must be quoted in figures only failing which the same shall be rejected.** Tenders will be opened online by the authorised officer. You are at liberty to be present or to authorize a representative to be present at the time of opening of the bids (electronically) as done in the conventional method. The name and address of the representative who would be attending the opening of the Tenders on your behalf should be indicated in your Tenders. Name and address of your permanent representative, if any, may also be indicated.
10. The institute is not bound to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in the whole or in part, if applicable.
11. An amount of 5% to 10% of the estimated value of the contract is to be deposited by the selected agency/contractor as performance security money within 14 days only after receiving a communication from this office. In the event of non-deposition of the same, the earnest money will be forfeited.
12. No interest on security deposit and earnest money deposit shall be paid by the office to the Tenderer.
13. GST or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by the contractor and ICAR-NRC on Mithun will not entertain any claim whatsoever in this respect. However, the GST or any other tax which is as per the rule of the Gov't shall be deducted at source from monthly bills of the successful tenders, as per rule/instruction made applicable from time to time by Govt.
14. **The Firm have to quote the charges/commission on PER POT PER MONTH basis for 150 post as provided in the BOQ financial bid. Charge/Commission shall be the primary criteria**

for selecting the firm. No change/revision whatsoever in charges/commission once quoted shall be admissible during the tenure of tender under any circumstances. In case of more than one successful lowest bidders (L-1), the work/contract will be awarded equally on sharing basis amongst those firms.

15. Director, ICAR – NRC on MITHUN reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the office, for any justifiable reasons, not mandatory to be communicated to the Tenderer.
16. Decision of the Director, ICAR-NRC on MITHUN shall be final and binding on either side. Disputes arising, if any on the contract shall be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, ICAR- NRC on MITHUN. The decision of the sole Arbitrator so appointed shall also be final and binding on both the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.
17. Acceptance by the Institute will be communicated by FAX/Email or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instruction in the FAX/Email etc should be acted upon immediately.
18. This office does not pledge itself to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders whole or in part keeping in view valid reasons. Conditional tenders will not be accepted.
19. This office reserves the right to modify any of the terms and conditions of the contract as mentioned in this document, at its discretion, in the interest of the job/work.
20. **The following document/vouchers are required to be uploaded with the technical bid application (Schedule-I) in PDF format:-**
 - a) Scan copy of Earnest Money Deposit (EMD).
 - b) Scan copy of the Technical bid as per tender document duly filled & signed.
 - c) Scan copy of Registration certificate of the firm/agency issued by concern State Govt. Authority.
 - d) Scan copies of PAN Number, GST Regd. certificate and TIN/TAN Number.
 - e) Scan copy of undertaking as per Annexure-X of the tender doc.
 - f) Scanned copy of valid registration certificate issued by National and Small Industries Corporation (NSIC), MSME etc, if applicable.

NOTE: (1) Only those firms will be considered for financial bid who will qualify in the technical bid.

Yours faithfully,

**Administrative Officer
For and on behalf of Director**

TENDER FOR THE "SUPPLY & MAINTENANCE OF HORTICULTURE (150 NOS. OF VARIOUS SEASONAL FLOWER PLANTS IN POTS) AT ICAR- NRC-MITHUN OFFICE BUILDING, MEDZIPHEMA UNDER ANNUAL RATE CONTRACT"

Full Name & Address of the Tenderer should be quoted in all communications to this office:
Telephone No. :
Telegraphic Address/FAX/Cellular No.:
E-Mail address:

From

To

Administrative Officer
ICAR : NRC-MITHUN
JHARNAPANI MEDZIPHEMA
DIMAPUR NAGALAND
PIN-797 106

Sir/Madam,

I / We have read all the particulars regarding the General information and other terms and conditions of the contract for "**SUPPLY & MAINTENANCE OF HORTICULTURE (150 NOS. OF VARIOUS SEASONAL FLOWER PLANTS IN POTS) AT ICAR- NRC-MITHUN OFFICE-CUM-LAB BUILDING, MEDZIPHEMA UNDER ANNUAL RATE CONTRACT BASIS**" and agree to provide the services as detailed in the schedule herein in the acceptance of the Tender at the rates given in Schedule-I to this Tender and I/We agree to hold this offer open till 90 days. The rates quoted will be valid for a period of one year in the event of award of the Contract. I/We shall be bound by a communication acceptance dispatched within the prescribed time.

2. I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. The following pages have been added to form a part of this Tender Schedules-I & II at page No.____ to_____.
4. Every page so attached with this Tender bears my signature and the office seal.

Yours faithfully,

Dated:

Signature & Seal of the Tenderer

Witness _____ Telephone No. Office
Address _____ Resi.
Occupation _____ Mobile

Signature of witness to contractor's signature

SCHEDULE TO TENDERS
SCHEDULE – I/Technical Bid Application

1	Name of the Firm/Agency	
2	Full address with Post Box No. And Telephone No. With email	
3	Constitution of the Firm/Agency (Attached copy) a) Indian Companies Act, 1956 b) Indian Partnership Act, 1932 (Please give names of partners) c) Any other Act, if not covered by (a) & (b), the owners name d) Regn./License No. of the firm/Agency	
4	For Partnership firms whether registered under the Indian Partnership Act, 1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the Tender. i) If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the Tenders to refer dispute condemning business of the partnership to arbitration. ii) If the answer to above is in point one and two the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partner	
5	Name and Full Address of your Banker's : (i) Name of Bank (ii) Branch Name (iii) A/c No. (iv) IFSC code	
6	Your Permanent Income Tax No./Circle/Ward (attach copy of PAN):	
7	Firm's Regn. No. (attach copy)	
8	GST Registration No. (attach copy)	

9	(i) Earnest Money Deposited (EMD) Amount with BD NO. & Date or Date of e-payment in Institute bank A/c (attach copy):	
10	Name and Address of the firm's representative and whether the firm would be representing at the time of opening of the Tenders/Bids.	
11	Name of the permanent representative to be visiting office regarding the contract	

Date : _____

Place: _____

AUTHORISED SIGNATORY WITH SEAL

Please add supplementary pages to be numbered wherever needed by the Tenderer.

SCHEDULE-II

GENERAL INFORMATION & OTHER TERMS & CONDITIONS FOR THE SUPPLY & MAINTENANCE OF HORTICULTURE (150 NOS. OF VARIOUS SEASONAL FLOWER PLANTS IN POTS) AT ICAR- NRC-MITHUN OFFICE-CUM-LAB BUILDING, MEDZIPHEMA UNDER ANNUAL RATE CONTRACT

Detail Scope of Services :

PARTICULARS OF HORTICULTURE (150 NOS. OF VARIOUS SEASONAL FLOWER PLANTS IN POTS)

1. FOLIGO POTTED PLANTS

- (a) Phylodandron
- (b) Anthirrinum
- (c) Ferns
- (d) Foxtail asparagus
- (e) Goosefoot plants
- (f) Sansevieria

2. POTTED FLOWER PLANTS

- (a) Petunia
- (b) Primula
- (c) Cinereria
- (d) Dwarf poinsettia
- (e) Primrose
- (f) Geraniums
- (g) Chrysanthemum
- (h) Cyclamen

2. TERMS & CONDITIONS:

- 1) The 150 post containing seasonal plants, flowers etc should be placed at the corridors of the office-cum lab building and in the reception area and in the areas wherever necessary.
2. The pots with different seasonal plants and flowers etc must be positioned in such a way that the office looks is elegant.
- 3) The plants, flowers must be kept changing every five days and the placement should be neat and clean.
- 4) Physical inspection of the site may be made for a very detailed assessment/requirements of items to be provide/supplied. The tenders should indicate the amount in respect of all the services covered under this contract. No request for alteration in the rates once quoted will be permitted within one year.
- 5) The contractor or his staff shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
- 6) The contractor shall not sublet the work without prior written permission of the Director.
- 7) The contractor should also supply the flower pots as an when required at the time of official meeting/function in the conference/meeting hall.
- 8) Payment for contract will be made monthly upon submission of pre-receipted bill on monthly basis till the contract is in force.
- 9) The contractor shall keep a complaint register with AO/AAO of this office for the purpose of pointing out any laconia/complaint in the service rendered. All complaint should be immediately attended to by the agency.
- 10) The agreement is terminable with one month notice on either side.

- 11) **The rates to be quoted should include cost of each and every item including taxes etc on per pot per month basis. The office shall not bear any extra charge on any account.**
- 12) The decision of Director, ICAR-NRCM shall be final and binding on the Contractor in respect of clause covered under the contract.

3. LIQUIDATED DAMAGES CLAUSE:

- 1) An amount of Rs.500/- will be levied as liquidated damages per day, if it is found that the work is not up to the mark.
- 2) If the required number of the flower pots supplied are less than the requirement, penalty on proportionate rate of supply per pot per day for the number of pots less supplied shall be deducted from the bill.

Details of the Minimum 3 years experience / work done:

Sl. No.	Name of the Deptt. / Organization & Name of contact Person with Phone Number	Period		No. of staff deployed & supplies	Remarks
		From	To		

(Authorised Signatory)

Seal

ANNEXURE –“X”

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, Medziphema.

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 to me/us.

I/We undertake to communicate promptly to ICAR-NRC on Mithun any changes 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 to sign and submit this application form on behalf of the organization, he/she represent. We authorize ICAR to approach individuals, employees, firms and corporations to verify our competence and general reputation.

Signature:

Name:

Designation:

Address:

Place:

Date:

Special Instructions to the Contractors/Bidders for the e-submission of the bids online through this eProcurement Portal

1. Bidder should do Online Enrolment in this Portal using the option [Click Here to Enroll](#) available in the Home Page. Then the Digital Signature enrollment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized Certifying Authorities such as eMudhraCA/GNFC/IDRBT/MtnITrustline/SafeScript/TCS.
2. Bidder then logs into the portal giving user id / password chosen during enrollment.
3. The e-token that is registered should be used by the bidder and should not be misused by others.
4. DSC once mapped to an account cannot be remapped to any other account. It can only be Inactivated.
5. The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under **My Documents** option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
6. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document, otherwise, the bid will be rejected.
7. The BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
8. If there are any clarifications, this may be obtained online through the eProcurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online.
9. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/XLS/RAR/DWF formats. If there is more than one document, they can be clubbed together.
10. Bidder should arrange for the EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission date and time for the tender.
11. The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids
12. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
13. There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.

14. It is important to note that, **the bidder has to Click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids Which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.**
15. In case of Offline payments, the details of the Earnest Money Deposit(EMD) document submitted physically to the Department and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected
16. The **Tender Inviting Authority (TIA)** will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
17. The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
18. At the time of freezing the bid, the eProcurement system will give a successful bid updation message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.
19. After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
20. Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.
21. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected
22. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
23. All the data being entered by the bidders would be encrypted at the client end, and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual.
24. During transmission of bid document, the confidentiality of the bids is maintained since the data is transferred over secured Socket Layer(SSL) with 256 bit encryption technology. Data encryption of sensitive fields is also done.
25. The bidders are requested to submit the bids through online eProcurement system to the TIA well before the bid submission end date and time **(as per Server System Clock)**.
26. **For any technical related queries please call the Helpdesk. The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002, Mobile -91 8826246593 email : support-eproc[at]nic[dot]in**