

# **NATIONAL INSTITUTE OF PLANT GENOME RESEARCH**

(An Autonomous Research Institution of the Department of  
Biotechnology Ministry of Science and Technology, Govt. of India)  
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## **TENDER NOTICE**

### **Tender No. 8/74/2019-20/NIPGR/S&P**

Online tenders (in two bid system) are invited on behalf of the Director, NIPGR from manufactures or their authorized dealer for the Supply, Installation, Testing & Commissioning of 01 no. of -20°C Freezer at NIPGR Campus, Aruna Asaf Ali Marg, New Delhi 110067.

<b>S.No.</b>	<b>Estimated Cost (in ₹)</b>	<b>EMD in (₹)</b>	<b>Time for Completion</b>	<b>Last Date &amp; Time of Sale / Submission of Tenders</b>	<b>Date &amp; Time of Opening of Tenders</b>
1.	90,000/-	1,800/-	12 Weeks	07/4/2020 1500 Hrs.	08/4/2020 1500 Hrs.

The Earnest Money should be deposited in the form of Demand Draft as well as Bank Guarantee issued by any of the commercial Banks drawn in favour of the Director, NIPGR, payable at New Delhi so as to reach the undersigned latest by 07/4/2020 (3.00 P.M). The Tender documents and detailed specifications can be obtained in person by the interested firms from the Purchase-Cum-Store Officer, NIPGR, during office hours against non-refundable cash payment of ₹ 150.00 (Rs. One Hundred Fifty only) as mentioned above from 18/3/2020 to 07/4/2020 upto 1500 hrs. The tender document is available on [eprocure.gov.in](http://eprocure.gov.in) and can also be downloaded from our website: [www.nipgr.ac.in](http://www.nipgr.ac.in) and CPP Portal <https://eprocure.gov.in/eprocure/app>. The tender document downloaded from the website is exempt from payment of tender document cost (₹ 150/-).

The tenderers registered with MSME & NSIC in the above-mentioned Service / Activity are exempt from deposit of EMD.

The Director, NIPGR, reserves the right to accept or reject all or any of the bids without assigning any reasons thereof.

**Purchase cum Stores Officer**

## Instructions for Online Bid Submission

1. The tender documents are available on our website [www.nipgr.ac.in](http://www.nipgr.ac.in) & [www.eprocure.gov.in](http://www.eprocure.gov.in) and same can be downloaded.
2. Tender documents may be downloaded from ITPO's website [www.nipgr.ac.in](http://www.nipgr.ac.in) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in the tender document.
3. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderers/Contractors are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderer for the resubmission of the bids online through the Central Public Procurement Portal for eProcurement at <https://eprocure.gov.in/eprocure/app>'. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
5. The bidders are advised to visit CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.
6. Bids will be opened as per date/time as mentioned in the **Tender Document**. After online opening and evaluation of technical bids, the results of their qualification as well Price-Bid opening will be intimated later.

### **Submission of Tender**

The tender shall be submitted online in two parts, viz., Technical bid and Financial bid.

All the pages of bid being submitted must be sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Post/Fax/email shall not be considered. No correspondence will be entertained in this matter.

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 “**Online Bidder Enrolment**” on the CPP Portal which 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. Sify / nCode / eMudhra/ Nic etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

## SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

## PREPARATION OF BIDS

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

- 1) 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.

- 2) 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.
- 3) 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, GST Certificate 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**

- 1) 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.
- 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 concerned official before bid opening date/time as mentioned in critical date sheet 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.
- 5) 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) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The 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.

- 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. 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 opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 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 (i.e after Clicking "Freeze Bid Submission" in the portal), 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.

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 3070 2232, 91-7878007972 and 91-7878007973.

**Technical specifications:**

- Capacity: 300 to 350 liters
- Ambient temp. 32<sup>0</sup>C
- The temperature range must be ( °C ) : - 16 °C / - 24 °C at ambient temp. 32<sup>0</sup>C
- Should have 7-8 drawers or shelves with transparent front.
- System should have digital display.
- System should have visual and acoustic alarm high temperature alarm.
- Frost Free System.
- All around sealed drawers to prevent frost escape when opening door.
- Power supply: (V) 230
- Frequency (Hz): 50
- HCFC/CFC free refrigerant.
- CE certify system
- Supplier Company must be meeting the quality certificate ISO 9001:2015 and ISO 13485:2016.
- Suitable stabilizer needs to be provided along with the fridge.

**(Purchase cum Stores Officer)**

## Annexure – I

### नियम और शर्तें:

- The tender document can be obtained from our Office on payment of ₹ 150/- (Rupees One Hundred Fifty only) from 18/3/2020 to 07/4/2020 (03:00 P.M.). The tender document is also available on eprocure.gov.in and can also be downloaded from our website: [www.nipgr.ac.in](http://www.nipgr.ac.in) and CPP Portal <https://eprocure.gov.in/eprocure/app>. The tender document downloaded from the website is exempt from payment of tender document cost (₹ 150/-).
- The rates quoted in the tender shall remain valid for a period **90** days from the date of opening of Tender. No tenderer can withdraw/or modify his tender or revoke the same within the said period. If a tenderer on his own withdraws or revokes the tender or revises or alters or modifies the tender for any item or condition within the period mentioned in the tender notice or fails to perform as per work order or violates any condition of tender, the security deposit/ performance security will be forfeited /encashed. Notwithstanding foregoing, the Institute reserves the right to take other actions as deemed appropriate.
- The validity of accepted rates is extendable for a period of 180 days from the date of issue of Award Letter, with mutual consent of both the parties.
- Submission of complete tender document duly stamped and signed by tenderer is mandatory.
- The tenderer shall submit a copy of the audited balance sheets / turnover certificate of the past three financial years ending 31/3/2019.
- NIPGR does not bind itself to accept the lowest or any tender and reserves the right to reject any or all tenders without assigning any reason.
- NIPGR will not pay any expense, whatsoever incurred by tenderer for the preparation and submission of tenders.
- The notice inviting tender, will form part of the contract agreement to be executed by the successful tenderer with NIPGR.
- All the correspondence on the tender shall be addressed to the Director, NIPGR, Aruna Asaf Ali Marg, New Delhi and any communication addressed to anyone else shall not in any manner to be binding upon NIPGR, Aruna Asaf Ali Marg, New Delhi.
- The tenderer shall submit a copy of PAN/TIN/GST numbers allotted to them.
- NIPGR reserves the right to change the quantities of the units while issuing the letter of award of work.
- The successful tenderer shall be required to deposit an amount equal to 10% of the Tender value as Performance Security after adjusting the Earnest Money Deposit within 10 days from the date of issue of letter of acceptance. Performance Security may be deposited in the form of Demand Draft or Bank Guarantee from State Bank of India Or any Scheduled bank which shall be valid till completion of the warranty period of quoted / ordered items. In case of violation of any condition of Tender, the Security Deposit / BG will be forfeited / revoked.
- The rates shall be inclusive of Transportation, loading, unloading, installation, testing and taxes etc., nothing extra will be paid.
- The supplier should be responsible for any damage and site clearance and nothing extra shall be paid.
- The bidder shall show the rate of GST and tax component in the financial bid separately. The GST shall be paid @ 5% as per GOI notification Nos. 45/2017 & 47/2017 dated 14/11/2017. The exemption certificate shall be provided at the time of placing Supply Orders.
- Payment will be released upon satisfactory completion of work / Supply Order after deduction of taxes as per Rules.

(क्रय एवं भंडार अधिकारी)

( ACCEPTED )  
(Signature & Stamp of Bidder)