

**भा.कृ.अनु.प.-काजू अनुसंधान निदेशालय**

दर्बे पोस्ट, पुत्तूर - 574 202, दक्षिण कन्नड, कर्नाटक

**ICAR - DIRECTORATE OF CASHEW RESEARCH**

Darbe P.O., Puttur - 574 202, Dakshina Kannada, Karnataka  
Phone: 08251- 231530 (Off.); EPABX: 08251- 230902, Mob: 9449078294, 9481979812  
Email: dircajures@gmail.com,

No.F.716/2021-Stores

Dated: 15.09.2021

**e-TENDER NOTICE**

Sealed Quotations are hereby invited by the Director, DCR, Puttur from the Contractors Registered with Central/State Govt. /Semi Govt. agencies. The contractor must have valid IT-PAN for the undertaking of work mentioned below:

Sl No.	Name of work	Area (Qty)	Time of Completion
1.	Transportation of NEH materials from ICAR-DCR, Puttur to NEH Regions (Meghalaya and Manipur) under NEH Project.	Complete as per work schedule	15 Days

Last date &amp; time submission of e-tender : up to 10:30 hours of 24.09.2021

Opening of e-tender : 10:30 hours of 25.09.2021

Desirous and eligible agencies for details & submission to e-tender may visit <http://eprocure.gov.in>

Details are also available in the Institute website :<https://cashew.icar.gov.in>

Director (Acting)

## NOTICE FOR INVITING TENDER (NIT)

No.F.716/2021-Stores

Dated: 15.09.2021

<b>Name of the Institute</b>	<b>ICAR-Directorate of Cashew Research, Puttur 574 202</b>
<b>Place of Work</b>	<b>ICAR-Directorate of Cashew Research, Puttur 574 202</b>
<b>Date of Release of Tender</b>	<b>15<sup>th</sup> September 2021</b>
<b>Last Date of Submission of bids</b>	<b>24<sup>th</sup> September 2021, 10.30 Hrs</b>
<b>Date of opening of bids</b>	<b>25<sup>th</sup> September 2021, 10.30 Hrs</b>
<b>Place of opening of bids</b>	<b>ICAR-Directorate of Cashew Research, Puttur 574 202</b>
<b>Time of Completion</b>	<b>15 Days</b>

### **Instruction 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: [www.eprocure.gov.in](http://www.eprocure.gov.in).

### **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 'Click here to Enroll'. Enrolment on the CPP Portal 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 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 DSCs to others, which may lead to misuse.

- Bidder then can logs into the site through the secured login by entering their user 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 formats. Bid documents may be scanned with 100dpi with black and white option.
- 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, Registration certificate & License copy 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 repeatedly. 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 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.

- 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 EMD as applicable and enter details of the instrument(s).
- 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 bid encryption technology. Data storage encryption of sensitive fields is done.
- The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- Upon the successful and timely submission of bids, the portal will give a successful bid submission message and a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

#### **ASSISTANCE TO BIDDERS:**

- 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 24\*7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

#### **GENERAL INSTRUCTIONS TO THE BIDDERS:**

- The tenders will be received online through portal <https://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
- Possession of Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/ e-Token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link 'Information about DSC'. Tenderers are advised to follow the instructions provided in the 'Instructions to the Tenderers for the e- Submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>.

### **Annexure I: INVITATION FOR BIDS (IFB)**

1. ICAR-Directorate of Cashew Research, Puttur, Karnataka is the premier Research Institution with the mandate of conducting research on Cashew in the country and functioning under the administrative control of Indian Council for Agricultural Research, Ministry of Agriculture & Farmers Welfare, Government of India. ICAR-DCR invites 'ONLINE' bids from eligible bidders for **award of work "Transportation of NEH materials from ICAR-DCR, Puttur to NEH Regions (Meghalaya and Manipur) under NEH Project"**.

2. Contact information:

ICAR-Directorate of Cashew Research, Puttur, Karnataka, India, Tel No.: EPABX: 0091- 08251 230902, 236490 E-mail: [dircajures@gmail.com](mailto:dircajures@gmail.com)

3. Double bid System – Online submission through <https://www.eprocure.gov.in/eprocure/app> : The Double bid system will be followed for this tender. In this system, bidder must submit their offer - online in separate envelopes/packets as explained below:

**Online - Envelope No. 1: "Technical Bid" shall contain: (PDF format only)**

- a. All the participating firms are required to submit the **bid security declaration as per Annexure V or MSME/NSIC Certificate** and the same **must reach physically or through email at the place of Opening of the Tender on or before the Due Date & Time of the Tender Submission**. (Administrative Officer, ICAR-DCR, Darbe (PO), Puttur 574202, D.K., Karnataka) The firms need not submit the DD or Cheque for Bid Security / EMD at the time of participating in tender.
- b. **Technical bid details (in PDF format)**
  - i. **Copy of Pan Card and copy of the latest Income Tax Return.**
  - ii. **Copy of Duly filled Annexure V – Bid Security Declaration Form or MSME/NSIC Certificate.**
  - iii. **Duly filled Annexure III & IV.**
  - iv. **Copy of the duly filled All India permit license.**
  - v. **Proof of experience towards execution of similar works.**
  - vi. **Any other documents if necessary.**
- c. Duly filled Technical Bid with proper seal and signature of the authorized person (with name, designation, email id & contact no.)
- e. Other documents necessary in support of eligibility criteria, brochures etc.
- f. The Technical Bid along with detailed terms and conditions, complete in all respects with proper seal and signature of authorized person with name, designation, email id and contact no.
- g. A copy of Certificate of Incorporation, Partnership Deed / Memorandum and Articles of Association / any other equivalent document showing date and place of incorporation, as applicable.

Note: ICAR-DCR, Puttur reserves the right to reject the bid if any of the above listed document(s) is/are not submitted and only online bid is consider.

4. Last date for submission of bids on **24<sup>th</sup> September 2021, 10.30 Hrs** at ICAR-Directorate of Cashew Research, Puttur, Karnataka, India, Tel No.: EPABX: 0091-08251 230902, 236490 E-mail: dircajures@gmail.com
5. Technical bids will be opened - online on **25<sup>th</sup> September 2021, 10.30 Hrs** at ICAR-Directorate of Cashew Research, Puttur, Karnataka, India, Tel No.: EPABX: 0091-08251 230902, 236490 E-mail: dircajures@gmail.com

**The bid must be submitted on-line. The Duly filled Bid Security Declaration Form or copy of MSME/NSIC certificate must be submitted in person or through post/courier so as to reach physically or through email on or before the due date and time, at the office of Administrative Officer, ICAR-Directorate of Cashew Research, Darbe (PO), Puttur, 574202, Dakshina Kannada, Karnataka.**

**(ICAR-DCR, Puttur shall not be responsible for any postal delays or any other reason for not submitting the Bid Security Declaration Form etc. within the specified date and time and resulting in disqualification / rejection of any bid).**

In case bidder requires any clarifications / information, they may contact ICAR-DCR, PUTTUR address

## **Annexure II: INSTRUCTIONS TO BIDDERS (ITB)**

### **1. Locations for the Work**

The entire works as described in Schedule of Requirements must be undertaken at ICAR – Directorate Cashew Research, Puttur 574 202, Karnataka

### **2. Order Placements:**

The Work Order shall be released by: **Director, ICAR-** Directorate Cashew Research, Puttur 574 202, Karnataka

The payments shall be released by: **Director, ICAR-** Directorate Cashew Research, Puttur 574 202, Karnataka

### **3. Eligibility Criteria:**

- a. The bidders should submit the required documents / financial instruments as stipulated in para 3 of Annexure – I.
- b. The bidder must not be blacklisted by ICAR-DCR, Puttur or any other Educational/R&D/Govt. organizations. A certificate or undertaking to this effect must be submitted.

Note: The bidders should provide sufficient documentary evidence to support the eligibility criteria. ICAR-DCR, Puttur reserves the right to reject any bid not fulfilling the eligibility criteria.

### **4. Amendment to Bidding Documents**

- 4.1 At any time prior to the deadline for submission of bids, ICAR-DCR, Puttur may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder, modify the bid document.

4.2 The amendments to the tender documents, if any, will be notified by release of Corrigendum Notice in print media / website. The amendments/ modifications will be binding on the bidders.

4.3 ICAR-DCR, Puttur at its discretion may extend the deadline for the submission of bids if it thinks necessary to do so or if the bid document undergoes changes during the bidding period.

**5. Bid security declaration as per Annexure V in lieu of Earnest Money Deposit (EMD)**

- The duly signed Bid Security Declaration as per Annexure V must be submitted along with the tender document while uploading in CPP portal.

- The duly signed Bid Security Declaration as per Annexure V must physically reach at the place of Opening of the Tender on or before the Due Date & Time of the Tender Submission).

- The successful bidder, on award of contract / order, must send the contract/order acceptance in writing along with the performance security (3% of the quoted amount), within 7 days of award of contract/ order, failing which the order will be cancelled along with other actions as per the tender terms.

**6. Submission of Bids- Online PDF format only.**

Tender should be duly filled in (on the assigned space), duly signed with the digital signature and submitted online. All mandatory fields marked (\*) have to be filled by the tenderers. .

**7. Deadline for Submission of Bids – Online Only.**

7.1 Bids must be received by ICAR-DCR, Puttur before the due date and time at the address specified in the tender document.

7.2 ICAR-DCR, Puttur may extend this deadline for submission of bids by amending the bid documents and the same shall be suitably notified in the media.

**8. Late Bids**

ICAR-DCR, Puttur shall not be responsible and liable for the delay in receiving the bid for whatsoever reason.

**9. Bid Opening & Evaluation of Bids:**

9.1 The Electronic tender will be opened only after stipulated closing date and time of tender as shown in the website. The technical bids will be evaluated in two steps. The bids will be examined based on eligibility criteria stipulated at Annexure - II to shortlist the eligible bidders.

9.2 The technical bids of only the short listed eligible bidders shall be evaluated based on technical specifications stipulated at Annexure – IV.

9.3 The bidders whose technical bid is found to meet both the requirements as specified above will qualify for opening of the Technical bid and will be informed about the date and time of the opening of the Technical bid.

9.4 The duly constituted Tender Evaluation Committee (TEC) shall evaluate the bids.

## 10. Comparison of Bids

- 10.1 Only the short-listed bids from the bid evaluation shall be considered for commercial comparison.
- 10.2 The Technical bids will be evaluated on the basis of prices quoted. The contract will be awarded to lowest evaluated bidder.

## 11. Award of Contract

- 11.1 ICAR-DCR, Puttur shall award the contract to the eligible bidder whose technical bid has been accepted and determined as the lowest evaluated commercial bid based on the Grand Total calculated of all items etc. of the Commercial Bids.
- 11.2 If more than one bidder happens to quote the same lowest price, ICAR-DCR, Puttur reserves the right to decide the criteria and further process for awarding the contract, decision of ICAR-DCR, Puttur shall be final for awarding the contract.

### निबंधन और शर्तें **General Terms & Conditions:-**

1. Before quoting for the tender, it is requested to kindly go through the tender document thoroughly and abide by all the terms and conditions given.
2. Before quoting the rates, the tenders/bidders in their own interest are instructed to visit the site for understanding the site conditions, nature of work involved, etc
3. Quotations received after due date and time shall not be entertained.
4. The quoted rates must be valid for 90 days.
5. Rates quoted must be given in the prescribed format in BOQ only.
6. All the participating firms are required to submit the **bid security declaration as per Annexure V or MSME/NSIC certificate** and the same **must reach physically or through email at the place of opening of the Tender on or before the Due Date & Time of the Tender Submission)**. (Administrative Officer, ICAR-DCR, Darbe (PO), Puttur 574202, D.K., Karnataka) (ICAR-DCR, Puttur shall not be responsible for any postal delays or any other reason for not submitting the bid security declaration form etc. in the specified time and resulting in disqualification/rejection of any bid). The firms need not submit the DD or Cheque for Bid Security / EMD at the time of participating in tender.
7. **Contractors must quote rate for each item of work.**
8. The Institute will not supply any tools, equipment, materials. The Contractor has to make their own arrangement.
9. Works are to be executed strictly as per the specification mentioned in the tender document, failing which, payment will not be made.
10. Income Tax will be deducted at source from the bill as per prevailing rules. As per the orders of Government of India (Ministry of Finance), 2% of TDS under GST will be deducted from the bill of Rs. 2.5 lakhs or more.
11. The rates quoted in the financial bid shall be treated as final rates and no escalation of rates shall be entertained.
12. The payment shall be released only after the final bill is submitted by the contractor after Physical completion of work and as per the actual measurements at Site. No part Payment/supplementary/enhanced/revised shall be considered in any circumstances.
13. **3%** the total amount quoted shall be deposited with the Institute by means of DD as



**Performance security** within 7th day of the award of the work. This amount shall be refundable without any interest after completion of all contractual obligations as per GFR.

14. The agency has to abide by rules and regulations pertaining to labour act. The Contractor has to take all necessary steps for the welfare measures of labour employed at Site.
15. The quantum of work is only approximate and as such the work should be stopped when so directed by this Office or additional work taken up at the same rate, terms and conditions.
16. The measurements given in the tender are tentative and payment will be made to the actual quantity finally arrived at. Request for part payment will not be entertained.
17. The agency is fully responsible for providing medical facilities to their labourers in case of any accident etc. Matters related to labour welfare/problems should be dealt by the contractor only. DCR, Puttur shall not be responsible in such matters.
18. Legal jurisdiction for all disputes shall be within the purview of the Puttur Courts
19. The work has to be completed **15 days** from the date of the work order as mentioned in the tender notice.
20. Penalty clause to be imposed at 0.25% per month subject to maximum of 2.5% of the total cost of works if work not completed within the schedule time or mutually extended time.
21. No labour of the contractor will be allowed to stay within the campus/site of the work.
22. Please note in case of closing/opening day of the tender happen to non-working day due to bandh/strike/holiday etc., the tender will be opened on the following working day.
23. The decision of the Competent Authority shall be final to select the competent firms/contractors.
24. Conditional bid will be treated as non-responsive bids and will be rejected without consideration.

The Director, DCR, Puttur reserves the right to accept or reject any tender/all tenders without specifying any reason whatsoever. No correspondence shall be entertained in this regard. The decision of the Director shall be final and binding on all concerned in such matters.

I/We hereby tender for the execution of the works referred in the aforesaid document upon the terms and Conditions contained in referred to therein and in accordance in all respects with the specification, design and other relevant details at the rate contained in schedule of items of works

I agree to undertake and execute the works as per the terms and conditions

(END OF Annexure II)

**ANNEXURE III: TENDER ACCEPTANCE LETTER**

(To be given on Company/Contractor Letter Head)

Date:

To:

The Director  
ICAR- Directorate of Cashew Research  
Puttur 574 202, DK  
Karnataka

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: <https://cashew.icar.gov.in/> [www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app), etc.; as per your NIT / advertisement, given in the above-mentioned website(s).
2. The corrigendum(s) issued from time to time by your department / organization too has also been taken into consideration, while submitting this acceptance letter.
3. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(S) / corrigendum(s) in its totality / entirety.
4. I / We do hereby declare that our Firm has not been blacklisted / debarred by any Govt. Department/Public sector undertaking.
5. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the fully said earnest money deposit absolutely.

Yours Faithfully,

Authorized Signatory  
(Signature of the Bidder, with Official Seal)  
Email id for correspondence

ANNEXURE IV:  
PARTICULARS OF QUOTING AGENCY

1. Name of the Agency :
2. Full address with Phone No., Email etc :
  
3. Name of the Proprietor :
4. PAN No. /Circle/ Ward :
5. Earnest money deposited with No. dated :
6. Details of work experience in Central/State :  
Govt. establishments//Autonomous bodies/  
Corporation (enclose copy)
7. Name, A/c. No, IFSC code  
and full address of your Bank :
8. Name of the permanent Representative to be :  
visiting ICAR- DCR, Puttur regarding the contract.
9. Any other information required :

Date :

Place :

AUTHORISED SIGNATORY

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

Annexure V  
BID SECURITY DECLARATION FORM

Date:

Bid No.

To

The Director  
ICAR- Directorate of Cashew Research  
Puttur 574 202, DK  
Karnataka

I/We, The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or;
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity
  - (i) fail or reuse to execute the contract, if required, or
  - (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of: (insert complete name of Bidder)

Dated on ..... day of ..... (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

**Annexure VI**  
**TENDER SCHEDULE**

<b>Sl. No.</b>	<b>Description of the work</b>	<b>Unit</b>	<b>Approx. Qty.</b>
<b>1.</b>	<b>Transportation on NEH materials from ICAR-DCR, Puttur to NEH Regions (Meghalaya &amp; Manipur) under NEH Project</b>		
1(a)	Transportation of 25,000 nos. of Cashew grafts from ICAR-DCR, Puttur to ICAR Research complex for NEH region – Manipur Centre (Postal Code – 795004) – Approx. 3675 Kms (including docket charges/toll charges/loading charges etc).	lorry	5 Nos.
1(b)	Transportation of 2 sets of processing units from ICAR-DCR, Puttur to ICAR Research complex for NEH region – Manipur Centre (Postal Code – 795004) and KVK, Tura, West garo Hills, Meghalaya (Postal Code – 794005) – Approximate 4331.2 (3675 + 656.2) Kms (including docket charges/toll charges/loading charges etc).	lorry	1 No.
	Total amount (including GST if applicable)		