

ICAR - CENTRAL INSTITUTE FOR RESEARCH ON BUFFALOES  
SUB-CAMPUS, BIR-DOSANJH, NABHA,  
DISTT. PATIALA (Pb)

File No. 3/Pur/RSN/2020-21/ Green Fodder

Dated: 30.03.2021

E-TENDER NOTICE

E-tenders in two bid system i.e. (1) Technical bid (2) Price Bid are invited from eligible bidders/firms/agency for Harvesting & loading of green fodder (Jawar, Bajra, Maize, Cowpea, Teosanty etc. (Kharif season May 2021 to October 2021), in trolley from field (Approximate 150 quintal per day for 183 days= 27450 quintals). Bid Submission End Date is 15.04.2021 up to 2.30 PM and will be opened on 16.04.2021 at 3.00 PM. The Tender ID is **2021\_DARE\_624839\_1**. For details, log on to website <https://eprocure.gov.in/eprocure/app> and our Institute website [www.cirb.res.in](http://www.cirb.res.in)

Sd/-  
Asstt. Admn. Officer

**ICAR-CENTRAL INSTITUTE FOR RESEARCH ON BUFFALOES**  
**SUB-CAMPUS, BIR-DOSANJH, NABHA.**  
**Ph.No.01765-263167, 263164**  
**Website:www.cirb.res.in**

No.3/Pur/RSN/2020-21/Green fodder

Dated: 30.03.2021

**SHORT E- TENDER NOTICE**

On behalf of Secretary ICAR, Director/Officer Incharge , ICAR - Central Institute for Research on Buffaloes, Sub-Campus, Nabha invites E-tenders in two-bid system i.e. (i) Technical bid and (ii) Price Bid from the eligible bidders/contractors for following job contracts / services :-

S N	Description of Contract Work (s)	EMD
1	Harvesting & loading of green fodder_(Jawar,Bajra,Maize, Cowpea,Teosanty etc. (Kharif season May 2021 to October 2021), in trolley from field (Approximate 150 quintal per day for 183 days= 27450 quintals).	Rs. NIL

The closing and opening dates of the tender documents will be as per details given as under:-

Sr. No	Publish Date	Document Download	Bid Submission End Date	Bid Opening Date
	30.03.2021	30.03.2021	15.04.2021 at 2-30 PM	16.04.2021 at 3.00 PM

The interested firms will submit bids through E-Tendering.

The Bidder Must attach document according to the check list

1. In the event of any of the above date being declared as a holiday/closed day for the purchaser, the bids will be received/opened on the next working day at the scheduled time.
2. The rate quoted in INR .
3. Quantity may be increased or decreased at the time of work order.
4. Income Tax will be deducted from the payments due for the work done as per rule.
5. The Contractor must employ adult labour only. Employment of child labour may lead to the termination of the Contract.
6. The contract is subject to the condition that the Quoter / tenderer will comply with all the laws and acts of Central Govt./, State Govt. relating to this contract made applicable from time to time.
7. The firm/agency shall disburse the wages to its staff deployed under this contract every month through ECS or by cheque in the presence of the representatives of the Institute
8. The Contractor/Agency shall be responsible for all injury/accident, if any, to person(s) employed by him while on duty. It is desirable that all such employees are covered under on Insurance cover.
9. An amount equivalent to two days of contract amount subject to a minimum of Rs. 500/- will be levied as liquidated damages per day, whenever and wherever it is found that the work is not up to the mark in farm. It will be brought to the notice of the supervisory staff of the firm by CIRB and if no action is taken within **one hour** liquidated damages clause will be invoked
10. Any misconduct/ misbehavior on the part of the manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.
11. The duration of the job contract shall be 183 days after award of contract work
12. The bidder should submit "Bid Security Declaration" accepting that if they withdraw or modify their bids during period of validity etc., they will be suspended for the time specified in the tender documents.
13. The rates will be compared on the basic rate for the evaluation of L<sub>1</sub> Bidder.
14. **Before executing supply, the successful Bidder will have to deposit Performance security as per Rule which is equal to 3% of the ordered value of goods,** in the form of an Account Payee Demand Draft, and Bank Guarantee from a Commercial bank or online payment
15. Director, CIRB, Hisar reserves the right to accept/reject any or all the tenders without assigning any reason.

Sd/-  
Asstt. Admn. Officer

Check List/Technical Specification Table

Sr. No.	Specification	Yes/No
1.	Firm has not been blacklisted from any government department/undertaking. An <u>undertaking to this effect is enclosed with the Technical bid.</u>	
2.	Firm PAN Number	
3.	Firm Registration Number	
4.	Firm GST Number	
5.	Firm Full Address including Ten./Mobile Number	
6.	Bid Security Declaration "accepting that if they withdraw or modify their bids during period of validity etc. they will be suspended for the time specified in the tender documents.	

Signature of the Firm/Contractor with Full Address

**TENDER ACCEPTANCE LETTER**

(To be given on Company Letter Head)

Date:

To,

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**Sub: Acceptance of Terms & Conditions of Tender.**

Tender Reference No: \_\_\_\_\_

**Name of Tender / Work: -**

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Dear Sir,

**1. I/We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:**

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**as per your advertisement, given in the above mentioned website(s).**

**2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents including all documents like annexure(s), schedule(s), etc ., which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.**

**3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.**

**4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.**

**5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.**

**6. 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/ organisation 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 full said earnest money deposit absolutely.**

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

## **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**

- 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 Enrollment**” 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 / n Code / e Mudhra 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**

- 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/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 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" 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, 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.
- 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 openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (ie 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.
- 9) 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.

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**Tel :** 0120-4200462, 0120-4001002.

**Mobile**  
:  
91 8826246593

**E-Mail**  
:  
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