



ICAR-Central Citrus Research Institute

Amravati Road, Nagpur-440 033

Postal Address: Post Box No.464, Shankar Nagar P.O.Nagpur-10.

Tel. Phone: 0712-2500249, Website:

<http://ccri.icar.gov.in>, E-mail: storesectionccri@gmail.com/aoccri.nagpur@gmail.com

GST No:- 27AAAI1830P4ZG.



F. No. ST/2-(10)/ARC/FYM/2023-24

Date: 16.01.2024

NOTICE INVITING TENDER THROUGH E-PROCUREMENT

The Director, ICAR-CCRI Nagpur invites ONLINE Bids (Technical and Financial Bid) from the interested firms for annual rate contract for supply of Nursery And Farm Raw Materials (FYM, Soil, Sand, Churi, Gitti and Murum) at ICAR-CCRI, Nagpur-440 033.

Manual Bids shall not be entertained.

Tender documents may be downloaded from e-procurement website of CPPP <https://eprocure.gov.in/eprocure/app> and <http://ccri.icar.gov.in> as per the schedule as given in Schedule of Selection Process as under. Tender Document, along with EMD of Rs. 50,000/- should be remitted, by Demand Draft in favour of ICAR Unit, CCRI payable at Nagpur.

SCHEDULE OF SELECTION PROCESS

1. Details of Tender Deposits:-	Details
Earnest Money Deposit	₹50,000/- (Rupees Fifty thousand only)
Tender schedule	CRITICAL DATE SHEET
Tender Id/ Tender Reference No.:	2024_DARE_790691_1
Tender File No.	F. No. ST/2-(10)/ARC/FYM/2023-24
Tender No./ Name	Annual rate contract for supply of Nursery and Farm Raw Materials
Date and Time for Issue/Publishing	16.01.2024 at 17.00 PM
Document Download/Sale Start Date and Time	16.01.2024 at 17.00 PM
Bid Submission Start Date and Time	16.01.2024 at 17.00 PM
Bid Submission End Date and Time	05.02.2024 at 16.00 PM
Date and Time for Opening of Bids	07.02.2024 at 11.00 AM
Address for Communication	I/c. Administrative Officer, ICAR-Central Citrus Research Institute, (CCRI), Amravati Road, Nagpur - 440033(M.S.).

Administrative Officer

INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. The tender from/bidder documents may be downloaded from the website: <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. Tender/bidders are requested to visit website (<https://eprocure.gov.in/eprocure/app>) and CCRI 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 Firms are required to deposit (in original) and Earnest Money Deposit (EMD) of the amount mentioned against item in the form of Demand Draft/Bank Guaranty from any of the Commercial Bank in favor of **ICAR Unit-CCRI payable at Nagpur, may be addressed to the I/c. Administrative Officer, ICAR-Central Citrus Research Institute, Amravati Road, Nagpur -440 033** on or before bid opening date and time as mentioned in the Critical Date Sheet.
5. Bidders need not come at the time of Technical as well as financial bid opening at ICAR-CCRI, Nagpur. They can view live bid opening after login on CPPP e-procurement portal at their remote end.

TECHNICAL BID

The Firms are also required to upload copies of the following documents: -

- a. Registration Certificate (valid) of the firm under the work contract of the Appropriate Authority (CPWD, MES). [**Registration under Shop & Establishment Act 1948 (Mumbai) the Indian Companies Act, 2013/or any other Act**].
- b. Last 3 years experience (at least 3 work order satisfactorily completed) of the firm in the field or providing such work in Central Govt. establishment/Autonomous bodies of Govt. of India/Cooperation of Govt. of India/reputed public or private organizations provide the details in tabular form as per **Annexure A** (Including work order).
- c. Scanned copy of Income Tax Statement for the last three years.
- d. Duly certified copies of the satisfactory services where the tendered is providing the work for the **last three years**.
- e. Permanent Account Number allotted by Income Tax Dept.
- f. GST registration certificate issued by the Govt.
- g. Scanned copy of Earnest Money Deposit (EMD) /its exemption, if any.

SCHEDULE -III**FINANCIAL BID**

(a) Price Bid as BOQ xls

PRICE SCHEDULE/ FINANCIAL BID**(Reference for BOQ) (To be quoted in format provided on CPP Portal only)**

<u>PRICE SCHEDULE</u>								
(This 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 this tender. Bidders are allowed to enter the Bidder Name and Values only)								
Sl. No.	Item Description	Approximate requirement for oneyear in ft3	Quantity	Units (200 Cubic Feet)	BASIC RATE In Figures To be entered by the Bidder including all Taxes in Rs. P	GST Amount in INR Rs. P	TOTAL AMOUNT include all Taxes in Rs. P	TOTAL AMOUNT In Words
1.	2.	3.	4.	5.	6.	7.	8.	9.
1	Materials							
1.01	FYM (Farm yard Mannure)	40000	1.00	ft3		0.00	0.00	INR Zero Only
1.02	Sand	15000	1.00	ft3		0.00	0.00	INR Zero Only
1.03	Garden Soil (well rotten, finable, without glass)	30000	1.00	ft3		0.00	0.00	INR Zero Only
1.04	Bajari (Churi)	3000	1.00	ft3		0.00	0.00	INR Zero Only
1.05	3/4" Metal (Gitti)	1000	1.00	ft3		0.00	0.00	INR Zero Only
1.06	Murum	2000	1.00	ft3		0.00	0.00	INR Zero Only
Total in Figures							0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only						

Note: The above mentioned Financial Proposal/Commercial Bid format is provided as BoQ_XXXX.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BoQ_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the Financial Bid. **Bidder shall nottamper/modify download price bid template in any manner. In case, if the same is found to be tempered/modified in any manner, tender will be completely rejected and**

EMD would be forfeited and tenderer is liable to be banned from doing business with ICAR-CCRI, Nagpur.

GST Charges (as and when applicable) will be fixed @18% on quoted value of the consignment.

TERMS AND CONDITIONS

1. Tender will be evaluated & awarded taking into account the overall lowest responsive offer of all the items.
2. Scanned copy of valid registration certificate issued by MSME, if applicable.
3. The price (s) shall be quoted strictly as per tender technical specifications.
4. Quoted price should be FOR Destination at ICAR-Central Citrus Research Institute, Amravati Road, Nagpur.
5. The tenderer is required to submit whole tender documents duly signed & stamped as a token of acceptance of ICAR-CCRI, Nagpur.
6. Offer should be valid for 90 days from the date of opening of bids.
7. Please provide Account No. , Name of Bank & IFSC code of the Branch for e-payment.
8. No advance payment will be made. However, the payment will be made after the completion and satisfactory work within stipulated period.
9. The rates of items inclusive of all charges together with other terms and conditions should be written clearly.
10. Firm should submit EMD in the form of Demand Draft in favor of the “ICAR Unit-CCRI, Nagpur.”
11. The participating Manufacturing tendered should possess GST Registration.
12. The participating Manufacturing tenderers should have at least a qualification of successfully execution a single work order of Rs.3.00 lakh.
13. TDS will be deducted as per Govt. Rule.
14. In case the proposal is accepted, the firm shall sign an agreement with ICAR-CCRI, while entering into rate contract.
15. Contractor should submit **Security Deposit** after awarding the work order as per rules.
16. If the 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 & earnest money shall be forfeited.
17. No interest on security deposit and earnest money deposit shall be paid by the Institute to the bidder.
18. Contractor shall be responsible for all legal obligations like statutory liabilities, workmen’s Compensation Act 1923, contract labor (Regulation and abolition)

Act 1938 Industrial disputes Act1947, Employees State Insurance Act, 1952 during the period of the contract or any Act under provisions of law in force.

19. The Director, ICAR-CCRI, Nagpur reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of the Director, CCRI, and Nagpur shall be final and binding on the contractor/agency in Bidders may visit and verify the site before bidding.
20. The required documents must be uploaded in the given sequence only with correctname of the file/soft copy and with suitable page nos. otherwise bid will not entertained.
21. Contract is being prepared initially for a period of one year, extendable for another period of three/Six months/ further period subject to satisfactory performance and mutually agreed terms and conditions. Director will have the right to cancel any given contract at any time if the performance is not satisfactory.
22. Performance security of Rs. 1,00,000/- (Rupees One Lakh Only) of the amount mentioned against item in the form of Bank Guaranty/ Fixed Deposit from any of the Commercial Bank in favour of ICAR Unit-CCRI, Nagpur must be submitted by the successful bidder within 10 days on acceptance of contract/order.
23. Performance security will be returned after 60 days on completion of rate contract.
24. Penalty clause for non-supply of materials on time or not accepting the order and as decided by competent authority that includes forfeit of security deposit, black listing of firms and cancellation of work order.
25. Undertaking mentioned in Annexure B should be submitted.

Administrative Officer

CHECK LIST

A scan copy of following documents as required with tender document must be submitted online:
Bid will not be considered in absence of these documents.

Sr. No.	Details of Documents	S.N. of Format/ items & conditions of tender document	Page. No.	Whether attached or not (Yes/No)
1	Name of the Tendering Company/Firm/Agency/Contractor Attach attested copy of certificate of registration)			
2	Name of Director of Company/ Active Partner of the firm/: Authorized Agent/Proprietor with Full address and contact details.			
3	Scan copy of turnover duly certified by a Chartered Accountant			
4	Scan copy of GST Registration No. and PAN No.			
5	Scan copy of certificate regarding business dealing with the firm currently not banned by any ministry/ Deptt. of Central Govt. or any State Govt.			
6	Have you submitted certificate of incorporation/Firm Registration/valid trade license or Scanned copy of Registration Certificate of the firm under Shops & Establishment Act, 1954.			
7	Scan copy of EMD for Rs 50,000/- (Rupees Fifty Thousand only) in the form of demand draft from any commercial bank in F/o ICAR unit CCRI, Nagpur.			
8	Scan copy of Experience Certificates with work order for supply of F.Y.M., SOIL, SAND, CHURI, GITTI and MURUM in different Govt. organizations for last three years.			
9	Copy of complete tender doc. Duly filed in with the sign. And seal of the tenderer on each page.			
10	Scanned copies of Income Tax Return , Balance Sheet and Profit & Loss Account for last three years prior to the date of Tender opening i.e. Financial Year, 2020-2021,2021-2022, 2022-23			
11	Scanned copy of valid registration certificate issued by MSME, if applicable.			

Details of Supplier

1.	Name of the Firm/Agency	
2.	Full address with Tel./Mob. No. Fax no.	
3.	Details of Tender Fee & EMD (DD/No. date, Name the Bank/Branch)	
4.	Registration Certificate of the Firm/Company	
5.	GST Registration No.	
6.	I. T. Pan No./TAN No.	
7.	Proprietary Certificate/Authorized dealer certificate	
8.	BANK DETAILS FOR E-PAYMENT	
	a) Name of the Account Holder/firm/company (payee's)	
	b) Account Name	
	c) Nature of Account (saving/current)	
	d) Name of the Bank	
	e) Bank Account No.	
	f) Branch Address	
	g) IFSC Code of Bank/Branch	
9.	Check List	

Date:

Name of the Authorized Signatory

Place:

Stamp & Signature

The following information is required for entering into Annual Rate Contract for the supply of FYM, Soil, Sand, Churi, Gitti and Murum

1. Name & full address of the applicant _____
(in Block letters) _____

2. Item/material for which rate contract needed:
 - (a) FYM (Well decomposed)
 - (b) Soil (Good quality)
 - (c) Sand (fine river sand)
 - (d) Churi (As per need)
 - (e) Gitti (As per need)
 - (f) Murum (As per need)
3. If the firm is under Rate Contract with other : _____
Govt. Department/Research Institute, give details: _____
along with copies of the rate contract : _____
issued by the Department/Institute : _____
4. Annual Turnover of the firm/company during : Rs. _____ lacs
the last 3 financial years.
(enclose documents in support of claim)
5. Whether the firm is registered under Company : _____
Act 2013 ? If yes, enclose certified copies. : _____
In case, the firm is registered with other Govt. Deptt / : _____
Agency, the same may be stated with documentary evidence _____
6. (a) Certified copies of GST Registration No. with date
of validity : _____
7. Whether Price is inclusive of Excise Duty, if any : _____
8. Maximum discount offered on quoted price : _____
9. (a) PAN No in the name of firm/company &
not individual) : _____
(b) Latest copy of sale tax Return filed to concerned
Dept. : _____
10. State whether business/dealing with you have been :
_____ Currently banned/suspended by any Ministry/Dept. of Central
Govt. or any State Govt./Autonomous body/PSU if so, give details _____
11. Please indicate name & full address of your Banker _____

12. EMD : The tender/bid should be accompanied with an Earnest Money Deposit of **Rs.50,000/- (Rupees. Fifty Thousand only)** drawn in favour of ICAR unit CCRI, Nagpur in the shape of Demand Draft of any commercial bank.
13. Any other information vital for entering into rate contract

Date :

Signature of the Applicant

Annexure (A)

Sr. No.	Description of Work	Amount	Name of Firm

(Signature of Authorized Person)

UNDERTAKING

I/We have read and understood CCRI's General Terms and Conditions mentioned in the Tender Form. I/We do hereby declare that all the details provided in this tender document 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-CENTRAL CITRUS RESEARCH INSTITUTE, Nagpur.

I/We do hereby also accept CCRI, Nagpur have the right to accept or reject the offer and not to issue invitation to Tender to me/us.

I/We undertake to communicate promptly to CCRI 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 undertaking on behalf of the organization, (he/she represent). We are also not averse to any third party enquiry to establish our credentials or reputation. I am also aware that in the event of refusal to accept the work order and non-supply of items, ICAR-CCRI as the right to impose the penalty and black listing of the firm. In the event of acceptance of the tender offer, we/I also agree to execute an agreement with ICAR-CCRI, Nagpur without any pre-conditions.

Signature

.....

Name

.....

Designation

.....

Address :.....

Place:.....

Date:.....