



ICAR-Central Citrus Research Institute

(Formerly National Research Centre for Citrus)

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

Amravati Road, Nagpur-440 033.

Tel. Phone: 0712-2500249, 2500615 Fax: 0712-2500813. Website: www.ccri.icar.gov.in,

E-mail: storesectionccri@gmail.com, director.ccri@icar.gov.in

GST IN :- 27 AAAAI 1830P 4ZG



F. No.: Store/CCRI/AMCofwebsitedesigh&development/2022-23

Date:- 01.02.2023

Notice Inviting Tender (NIT)

Director, ICAR-CCRI, NAGPUR invites offline tender in two bid system through e-procurement system from reputed firms/registered/well-established, hereinafter call "the Supplier" for "Annual Maintenance contract of CCRI Website for Design, Development, Implementation and Maintenance of websites, web portal, web-enabled application" at ICAR-CCRI, Nagpur.

The information and schedule of dates are mentioned below:

Mode of Tender	Offline
Tender Ref. No.	Store/CCRI/AMCofwebsitedesigh&development/2022-23
Tender ID No.	2023_ICAR_697012_1
Earnest Money Deposit EMD (DD,FDR,BG)	Rs 5,000 /- (Rupees Five thousand only)
Publishing Date & Time	01.02.2023
Bid Submission End Date & Time	15.02.2023 up to 05.00 PM
Submission of Demand Draft of Tender	Before the end date of Bid submission.
Bid Opening Date, Time	17.02.2023 at 11.00 AM
Bidding Procedure	Two bid system
Bid Validity	90 days from the bid submission end date
Period of the Contract	Initially for one year(may be extended for another one year subject to performance of the firm and decision of the Competent Authority)
Submission of Bid Both Technical and financial	I/c. Administrative Officer, ICAR-Central Citrus Research Institute, Opp. NBSS&LUP, Amravati Road, Nagpur – 440 033.

The instructions for uploading the tender/bid/quotation may be obtained from the website of CPP portal i.e. <http://eprocure.gov.in>.

Tender form, terms & conditions can be downloaded free of cost from the website <http://eprocure.gov.in> and www.ccri.icar.gov.in.

Tender document should be submit in two covers:-

1. Technical Bid:- In Sealed covers must be super scribed 'Technical Bid' alongwith Tender ID in Tender box before the submission of end date on given office address - **as per annexure VI**

2. Financial Bid:- In Sealed covers must be super scribed 'Financial Bid' alongwith Tender ID in Tender box before the submission of end date on given office address- **as per annexure VII**

Important Notes:

1. The bidding document should be submitted to Institute within the stipulated date and time.
2. The tender documents may also be downloaded from this office website <https://www.ccri.icar.gov.in> (Tender Notice).
3. Tenders/Bidders are requested to visit the website (<https://www.ccri.icar.gov.in>) and CPPP regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
4. Detailed Terms & Conditions, Eligibility, Schedule of Requirement (SOR), SLA and other information for the assignment are available only on the institute website (<https://www.ccri.icar.gov.in>) In case of any clarification, contact the following email: ccriakmu@gmail.com, storesectionccri@gmail.com.
5. 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 ICAR-CCRI reserves the right to accept or reject any or all the tenders.
6. The interested firms are required to deposit (in original) an **Earnest Money Deposit (EMD) of Rs.5,000/-** (Rupees Five thousand only) in favour of **ICAR Unit, CCRI payable at Nagpur** along with technical bid and may be addressed to the Director, Central Citrus Research Institute, Amravati Road, Nagpur -440033 on or before bid submission closing date. Financial Bid will be opened only to those firms which qualify the technical bid.
7. The Bid Security will be forfeited in the following condition: -
 - (i). If any stage, any of the information/declaration given by the bidder is found false.
 - (ii). if a bidder withdraws his bid during the period of bid validity specified in terms and conditions of tender.
 - (iii). In case of any lapse/default in honouring of terms and conditions at any stage after submitting the tender.
 - (iv). In case of final selection of bidder, if he fails to enter into the contract or fails to furnish performance security in accordance with terms and conditions of the tender

Date :

Place: Nagpur

----Sd----

I/c. Administrative Officer

I. INSTRUCTIONS TO BIDDER.

1. GENERALS

- (a) Bidders are advised to study the Bid Document carefully. Submission of the Bid shall be deemed to have been done after careful study and examination of all instructions, eligibility, forms, terms and requirement specifications in the tender document with full understanding of its implications. Bids not complying with all the given clauses in this tender document are liable to be rejected. Failure to furnish all information required in the tender Document or submission of a bid not substantially responsive to the tender document in every respect will be at the vendor's risk and may result in the rejection of the bid. Incomplete tender is liable to be rejected. Contracts envisaged under this contract are required to be executed in all respects up to the period of completion mentioned above.
- (b) All the Bids shall be prepared and submitted in accordance with these instructions.
- (c) The Bidder should quote for all the items mentioned in the Annexure-I.
- (d) The bidder should provide the services for all the items mentioned in the Annexure-I
- (e) Bidder shall bear all costs associated with the preparation and delivery of its Bid, and the purchaser will in no case shall be responsible or liable for these costs.
- (f) The Bid should be submitted by the Bidder in whose name the bid document has been issued and under no circumstances it shall be transferred/ sold to the other party.
- (g) The purchaser reserves the right to request for any additional information and also reserves the right to reject the proposal of any Bidder, if in the opinion of the purchaser, the data in support of Request for Quotation (RFQ) /NIT requirement is incomplete.
- (h) The Bidder is expected to examine all instructions, forms, terms & conditions and specifications in the Bid Documents. Failure to furnish all information required in the Bid Documents or submission of a Bid not substantially responsive to the Bid Documents in every respect may result in rejection of the Bid. However, the purchaser decision in regard to the responsiveness and rejection of bids shall be final and binding without any obligation, financial or otherwise, on the purchaser.
- (i) Only those agencies, who fulfil the Eligibility and Qualification requirements for Bidders should submit the tender documents.
- (j) ICAR-CCRI reserves the right to accept/reject any or all Tenders without assigning any reason thereof and alter the amount and quantity mentioned in the Tender documents at the time of placing purchase/ Contract orders. Tender will be summarily rejected if:
 - 1. **Tender Earnest Money Deposit (EMD) of value INR Rs.5,000/- (Five thousand) in shape of Bank Draft in favour of ICAR unit CCRI, payable at Nagpur.**
 - 2. **Complete Technical and financial bids should be submit in only.**
- (k) The successful bidder shall submit performance bank guarantee after notification of award and before signing the contract. The amount of performance bank guarantee shall be 5-10 % of contract value for a period of 15 months.

2. Availability of tender

1. Eligibility and Qualification requirements for Bidders:

- I. The bidder must possess the requisite experience, strength and capabilities in providing the services necessary to meet the requirements, as described in the bidding documents. The bidder must also possess the technical know-how and the financial wherewithal that would be required to successfully provide the support services sought by the ICAR-CCRI, for the entire period of the contract. The bids must be complete in all respect and should cover the entire scope of work as stipulated in the bidding document. The bidder should meet the eligibility criteria as given below:

- II. **Eligibility for participation:** The prospective bidder must qualify all of the following requirements to be eligible to participate in the bidding.
- III. To fulfil the technical requirements of the tender, self-attested scan copies of the documents should be submitted as per **Annexure VI**

2. **Cost of Bidding**

The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Purchaser will in no case, be responsible or liable for those costs.

3. **Price format**

- I. Price currency is Indian Rupee. i.e. INR
- II. PRICE should be quoted with applicable taxes i.e. GST etc. All taxes shall be applicable as per notification of Govt. at the time of bill/invoice.
- III. Price given in the bid by the bidders for the service under the contract shall not vary from the price quoted by the bidder in its bid. it shall remain fix for the entire period of contract.

4. **Site Visit**

For any clarification, site visit etc. The vendor may visit the site for better understanding and any clarification at ICAR-CCRI, Amravati road, Nagpur - 440 033.

5. **Address for communications, EMD submission:** I/c. Administrative Officer,
ICAR-Central Citrus Research Institute, Opp. NBSS&LUP, Amravati Road, Nagpur – 440 033

General Terms& Conditions

GENERAL INSTRUCTIONS TO THE BIDDERS:

- a. Bidders are advised to study the Bid Document carefully. Submission of the Bid shall be deemed to have been done after careful study and examination of all instructions, eligibility, forms, terms and requirement specifications in the tender document with full understanding of its implications. Bids not complying with all the given clauses in this tender document are liable to be rejected. Failure to furnish all information required in the tender Document or submission of a bid not substantially responsive to the tender document in every respect will be at the vendor's risk and may result in the rejection of the bid. Incomplete tender is liable to be rejected. Contracts envisaged under this contract are required to be executed in all respects up to the period of completion mentioned above.
 - b. All the Bids shall be prepared and submitted in accordance with these instructions.
 - c. The Bidder should quote for all the items mentioned in the tender documents.
 - d. The Bid should be submitted by the Bidder in whose name the bid document has been issued and under no circumstances it shall be transferred/ sold to the other party.
 - e. Only those agencies, who fulfill the Eligibility and Qualification requirements for Bidders should submit the tender documents.
 - f. ICAR-CCRI reserves the right to accept/reject any or all Tenders without assigning any reason thereof and alter the amount and quantity mentioned in the Tender documents at the time of placing Work orders.
6. Tender Earnest Money Deposit (EMD) of value INR Rs.5,000/- (Rupees Five Thousand) in shape of Bank Draft in favour of ICAR unit CCRI, payable at Nagpur.
 7. Complete Technical and financial bids should be submitted in two envelop separately.
 8. The successful bidder shall submit performance bank guarantee after notification of award and before signing the contract. The amount of performance bank guarantee shall be 5% of contract value for a period of 15 months.

Annexure I: INVITATION FOR BIDS (IFB)

- b ICAR-Central Citrus Research Institute, Nagpur in the country and functioning under the Administrative control of Indian Council of Agricultural Research, Ministry of Agriculture & Farmers Welfare, Government of India. ICAR-CCRI, Nagpur invites “**Offline bids**” from eligible bidders for **Annual Maintenance contract of CCRI Website for Design, Development, Implementation and Maintenance of websites, web portal, web-enabled application at ICAR-CCRI Nagpur.**
- c Contact information: ICAR-Central Citrus Research Institute, Opp. NBSS&LUP, Amravati Road, Nagpur - 440033, Maharashtra. **Phone No:** 0712 2500249,02500615 ; **E-mail:**storesectionccri@gmail.com
- d Two bids System –The Double bid system will be followed for this tender. In this system, bidder must submit their offer - in separate envelopes/packets as explained below (**Hard Copy Only**):

Envelope No. 1: "Technical Bid" shall contain: (Hard Copy format only)

- I. Hard copy of Demand draft towards **Earnest Money Deposit for Rs.5,000/- (Rupees Five thousand only)** drawn in favour of ICAR Unit CCRI Nagpur. (The Earnest Money Deposit must reach physically to the Administrative Officer, ICAR-CCRI, Nagpur-440033 before 5.00 PM on the due of Tender. The physical documents (EMD) received after 5.00 PM will not be considered under any circumstances and on or before the due date and time of the tender submission, please ensure the receipt with date and time stamp from concerned office.
- II. Duly filled Technical Bid with proper seal and signature of the authorized person (with name, designation, email id & contact no.)
- III. 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.
- IV. Other documents necessary in support of eligibility criteria, brochures etc
- V. 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

Envelop No.2 ‘financial Bid’ (Hard copy format only).

- I. Note: ICAR-ICAR-CCRI Nagpur reserves the right to reject the bid if any of the above listed document(s) is/are not submitted.

The bid must be submitted Offline. The EMD must be submitted in person or through post/ courier (ICAR-CCRI shall not be responsible for any postal delays or any other reason for not submitting the EMD in the specified time and resulting in disqualification / rejection of any bid) so as to reach on or before the due date and time. In case bidder requires any clarifications / information, they may contact ICAR-CCRI, Amravati road, Nagpur.

Annexure II: INSTRUCTIONS TO BIDDERS (ITB)

1. Locations for the work

The entire supply as described in Schedule of Requirements must be undertaken at ICAR – Central Citrus Research Institute, Nagpur- 440033, and Maharashtra, India

2. Order Placements: The supply/Work Order shall be released with the approval of the **Director, ICAR-CCRI NAGPUR.**

3. The payments shall be released by: Director, ICAR-CCRI, NAGPUR - 440033, Maharashtra, India.

4. Amendment to Bidding Documents

- a. At any time prior to the deadline for submission of bids, ICAR- CCRI, Nagpur may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder, modify the bid document.
- b. 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.
- c. ICAR-CCRI, Nagpur 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, in order to give prospective bidders time to take into consideration the amendments while preparing their bids.

5. Earnest Money Deposit (EMD)

- a. The Earnest Money Deposit (EMD) as per Annexure-I must be submitted prior to the DUE DATE of submission of the offline bid and EMD may be submitted in the form of Demand Draft in favour of **ICAR unit CCRI** payable at NAGPUR.
- b. The bid submitted without EMD shall stand rejected. No interest shall be payable on EMD.
- c. The EMD will be returned to the bidder(s) whose offer is not accepted, within 30 days from the date of opening of financial bid(s). In case of the bidder whose offer is accepted, the EMD will be returned on submission of Security Deposit. However if the return of EMD is delayed for any reason, no interest/ penalty shall be payable to the bidder.
- d. The successful bidder, on award of contract / order, must send the contract/ order acceptance in writing, within 7 days of award of contract/ order, failing which the EMD will be forfeited and the order will be cancelled.

6. Submission of Bids- Offline (Technical Bid in Hard copy format and Financial Bid in Hard copy format) only. The Bid documents shall be neatly arranged. They should not contain any terms and conditions, printed or otherwise, which are not applicable to the Bid. The conditional bid will be summarily rejected. Insertions, postscripts, additions and alterations shall not be recognized, unless confirmed by bidder's signature.

7. Deadline for Submission of Bids – Hard copy only.

- a. Bids must be received by ICAR-CCRI **before the due date and time** at the address specified in the tender document.
- b. ICAR-CCRI may extend this deadline for submission of bids by amending the bid documents and the same shall be suitably notified in the media or office website.

8. Late Bids: - ICAR-CCRI shall not be responsible and liable for the delay in receiving the bid for whatsoever reason.

9. Bid Opening & Evaluation of Bids

The bids will be evaluated in two steps.

- a. The bids will be examined based on eligibility criteria stipulated at to shortlist the eligible bidders.
 - b. The technical bids of only the short listed eligible bidders shall be evaluated based on technical specifications stipulated.
10. The bidders whose technical bid is found to meet both the requirements as specified above will qualify for opening of the financial bid and will be informed about the date and time of the opening of the financial bid. The duly constituted Tender Evaluation Committee (TEC) shall evaluate the bids.
11. Comparison of Financial Bids: - Only the short-listed bids from the Technical bid evaluation shall be considered for Financial bid comparison. **Rate quoted for per km (above 100 km for local and 150 km for outstation) should not be greater than the average rate of the basic charge, higher the rate of average basic charge will not considered for final evaluation. Higher the rate than average of the basic rate will rejected.** The Financial bids will be evaluated on the total prices quoted in column. The supply/Work order will be awarded to lowest evaluated bidder.
12. **Award of Supply/Work order:** - ICAR- CCRI Nagpur shall award the supply/Work order to the eligible bidder whose financial bid has been accepted and determined as the lowest evaluated financial bid based on the Grand Total calculated of all items etc. of the Financial Bids.
13. If more than one bidder happens to quote the same lowest price, ICAR- CCRI Nagpur reserves the right to decide the criteria and further process for awarding the contract, decision of ICAR-ICAR-CCRI Nagpur shall be final for awarding the contract.
14. The Director, ICAR-CCRI Nagpur reserves the right to reject any or all Tenders in whole or in part without assigning any reasons thereof. The decision of Director shall be final and binding on the contractor/agency in respect of any clause covered under the contract.

1. **Contract Period, Value and extension:** The contract value of all the items shall remain firm during the entire contract period. Initially Contract will be award for period of one year. The contract period may be extended another month/quarter/year(s) based on vender's performance and decision of the Competent Authority. Any further requirement of security will be paid based on the rate finalized by us for existing requirement.

2. Security & Payment:

- i. The successful bidder will have to deposit Security Deposit equal to 5-10% of the total value of the contract further reduced to the extent of Earnest Money Deposit which will be accordingly adjusted and also execute the contract within 30 days from the date of placement of order. If the firm fails to provide services to the satisfaction of the Institute as per the order during contract period, the contract will be cancelled and the Security Deposit will be forfeited or Bank Guarantee revoked. The Security Deposit will be released after completion of the contract to the satisfaction of the Institute. Additional Security money needs to be deposited in case more items are added in the AMC in future.

- ii. The successful tenderer will have to sign an Agreement with the Institute on a non-judicial stamp paper of appropriate value before taking over the contract.
- iii. No advance payment will be made. The vendor can take six monthly payment subject to submission of bills. The payment shall be released on satisfactory completion of assigned services. Income Tax and other taxes as per rules will be deducted from the bill as applicable from time to time

3. Penalty :

- i. The firm will provide regular monthly preventive maintenance to the CCRI website under the supervision of AKMU. If the firm fails to provide satisfactory monthly preventive service, the Director, CCRI may impose a penalty, as deemed fit.
- ii. Penalty to be imposed will be subject to a maximum of total value of the contract. In case of the gross negligence and downtime, security deposited by the firm can be forfeited besides immediate cancellation of the contract.

Terms & conditions are acceptable

Dated:

(Authorized Signatory)

Design, Development, Implementation, and Maintenance of Websites, Web Portal, Web-Enabled Application

Website Development Specifications

Scope of Work

- User Requirements and Data Collection from all departments.
- Understanding existing website (<https://ccri.icar.gov.in/ccringp/>) and enhance the features in the new application.
- System Analysis, Design and Documentation.
- Content migration and Web design and development.

1. Design and Development

2. Content Management

3. Search Engine Optimization

4. Security Audit

5. Technologies and Development Platform

6. Admin Functionality

7. Support and Maintenance

1. Design and Development

- The website has to be developed based on Open Standards.
- Page Layout, Graphic Buttons and Icons are to be in standard format.
- Dynamic Website with Responsive Design, Browser and Device Compatibility Design(Mobile Compatibility), Divyangjan and User Friendly.
- Site should have standard features such as Photo Gallery and Feedback.
- Support for Payment Gateway and SMS Gateway Integration. CCRI will provide API for Payment & SMS Gateway.
- Support for Social Media Integration, if required. Feature to be added in Website. CCRI will maintain the updating of the same.

2. Content Management

- Using Content Management System, the site should provide secure access to authorized officers of CCRI for maintaining the pages for which they are responsible.
- Contents in English and the feature for conversion to Hindi and Marathi other national or international languages, in future, is to be incorporated as per the GIGW guidelines. CCRI will provide English, Hindi, Marathi content, content should be in Unicode format.
- Circulars, Tenders, Events, Gallery published in each campus may also be linked in CCRI website suitably.
- Faculty and officials details are to be maintained suitably.
- In the faculty details, email id, area of expertise, research publications and photo are to be displayed in campus sites and Officers / Staff details in pages.
- Easy Provision to move the records to archive section and retrieval.
- Videos of events and functions held in CCRI are to be uploaded in YouTube under secured login (already youtube account login available) and be linked in website.
- Latest News, Announcements, Event Notifications to be displayed in home page.
- Approved predefined forms to be given in Downloads section.
- Links to other Indian Government websites to be given.

3. Search Engine Optimization

- Site should have good Search Interface. Search Engine Optimization need to be done.
- Home Page to be optimized for faster opening.

4. Website Compliance to Guidelines/ Standards:

- Website should be hosted at ICAR data centre (icar.gov.in)
- Address should be ccri.icar.gov.in
- Guidelines for Indian Government Websites (GIGW)
- Web Content Accessibility Guidelines (WCAG) 2.0 or Above

- W3C XHTML & W3C CSS Standards
- Rights of Persons with Disabilities Act 2016 of India
- IT Act of India
- Aadhaar Act of India
- Security as per the Cert-IN (Indian Computer Emergency Response Team) Guidelines based on Open Web Application Security Project (OWASP) vulnerabilities

5. Security and Privacy

- Site should be in compliance with Security Audit and certified for hosting by a CERT-IN empaneled agency. Website Security Audit Cost will be borne by CCRI.
- Site is to be GIGW, OWASP and W3C compliant.
- SSL & TLS Certification for the website need to be obtained.

6. Technologies and Development Platform

- HTML5, CSS3, Bootstrap, PHP, MySQL, PostgreSQL, JavaScript and jQuery.

7. Admin Functionality

- CCRI will be the administrator to control all the data.
- Complete Log Management of the website needed.

8. Support and Maintenance

- Technical Support should be provided by the vendor (If required).
- One Day Training to be given to all the relevant users of all the campuses for Content Management System.

Annexure-II

(On the letter head of the Firm)

(MANDATE FORM FOR BANKING DETAILS)

Name of the firm :-----
-

Registered/Postal Address :-----

1	Name of the Account Holder	
2	Complete Contact Address	
3	Mobile No.	
4	E-mail address	
5	PAN No.	
6	GST No.	
7	Aadhar Number	
8	Bank Details:- 1. Bank Name 2. Branch Address 3. Account No. 5. Type of Account (Current/Saving) 6. IFSC Code	

Date
Signatory

Name of the Authorized

(Stamp & Signature)

The vendor should submit copy of all the relevant documents.

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

To,
The Director
ICAR-Central Citrus Research Institute,
Opp. NBSS&LUP, Amravati Road,
Nagpur – 440 033.

Date:

Sub: Acceptance of Terms & Conditions of Tender.
Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

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

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 from Page No. _____ to _____ (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 has/(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/ 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 full said earnest money deposit absolutely.

Yours Faithfully,

**(Signature of the Bidder, with
Official Seal)**

(On the letter head of the Firm)

Details of Works/job during the last 3 years

S.No.	Name of the Department Organization & Name of the Contact Person with Ph. No.	Period		Value of the Work Order (Rs.)	Remarks	Supporting documents Enclosed at Page No.
		From	To			
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

(Name & Designation of the authorized official with seal)

ANNEXURE-V

(on Company letterhead)

Certificate

Certified that (Name of the firm)_____

has qualified Technical resources as prescribed in tender document. The details of qualified Technical Resources (at least 2) are as follows:

Sr. No.	Name	Highest qualification	Name of the Institute (from where the degree/diploma obtained)	Employed with the firm since
1				
2				
3				
4				
5				

(Name & Designation of the authorized official with seal)

Check List of Documents Submitted in Technical cover

Sr. No.	Supporting Documents (self-attested documents should be attached)	Page No.	Enclosed Yes/Not
1.	Name of the Agency		
2.	Full address with Phone No., E-mail etc.		
3.	Name of the Proprietor		
4.	PAN No & GST Registration No. (Enclose self attested copy)		
5.	Earnest money deposited with No. & dated		
6.	ITR for last three financial year 2019-20 to 2021-22		
7.	Registration License from Central/State Govt. Department (Enclose self attested copy)		
8.	Details of supply experience (with Contract order) in Central/State Govt. establishments/ Autonomous bodies/ Corporation (enclose self attested copy)		
9.	If the vendor is exempted for EMD, the copy of certificate may be provided		
10.	Bidders should not be blacklisted by any Govt//State Dept./PSU certificate in this regard should be submitted . An undertaking should be given on non judicial stamp paper of Rs. 100/- (Rupees One hundred only) (please upload the scan copies)		
11.	Annexure-II		
12.	Annexure-III		

Check List of Documents Submitted in Financial cover

Sr. No.	Supporting Documents (self-attested documents should be attached)	Page No.	Enclosed Yes/Not
1.	Financial Bid (Annexure- VII)		

Note: the above documents may be attach in the given sequence only.

(Name and Designation of the Authorized Person with seal)

F. No.:Store/CCRI/AMCofwebsitedesigh&development/2022-23

Date:-

FINANCIAL BID

**To,
Asst. Adm. Officer
ICAR- CCRI, Nagpur**

Sir,

I/We wish to submit our e- tender for “**Annual Maintenance contract of CCRI Website for Design, Development, Implementation and Maintenance of websites, web portal, web-enabled application**” at ICAR-CCRI, Nagpur on the following rates:

Sr. No.	<u>Description of Work</u>	Basic Rate for year In Rs. P.	GST In Rs. P.	Total amount In Rs. P.
1.	Annual Maintenance contract of CCRI Website for Design, Development, Implementation and Maintenance of websites, web portal, web-enabled application” (www.ccri.icar.gov.in)			

* Rate should be quote for one year. We have carefully read the terms and conditions of the tender and are agreed to abide by these in letter and spirit.

Signature

Name & Address of the Firm

Moblie No.