



# 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](http://www.ccri.icar.gov.in),

E-mail: [storesectionccri@gmail.com](mailto:storesectionccri@gmail.com), [director.ccri@icar.gov.in](mailto:director.ccri@icar.gov.in)

GST IN :- 27 AAAAI 1830P 4ZG



F. No.: Store/CCRI/Furniture for Video Conference Facility/2023

Date:- 09.03.2023

## Notice Inviting Tender (NIT)

Director, ICAR-CCRI, NAGPUR invites **offline tender** in two bid system from reputed firms for “**Wooden work/Furniture for video conferencing facility**” at **ICAR-CCRI, Nagpur.**

The information and schedule of dates are mentioned below:

<b>Mode of Tender</b>	Offline
<b>Earnest Money Deposit EMD (DD,FDR,BG)</b>	Rs 40,000 /- (Rupees Forty Thousand only)
<b>Tender ID No.</b>	<b>2023_ICAR_703002_1</b>
<b>Publishing Date &amp; Time</b>	09.03.2023
<b>Bid Submission End Date &amp; Time</b>	23.03.2023 up to 05.00 PM
<b>Submission of Demand Draft of Tender</b>	Before the end date of Bid submission.
<b>Bid Opening Date, Time</b>	25.03.2023at 11.00 AM
<b>Bidding Procedure</b>	Two bid system
<b>Bid Validity</b>	90 days from the bid submission end date
<b>Submission of Bid Both Technical and financial</b>	<b>Administrative Officer, ICAR-Central Citrus Research Institute, Opp. NBSS&amp;LUP, Amravati Road, Nagpur – 440 033.</b>

**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 V**

**2. Financial Bid:-** In Sealed covers must be super scribed ‘Financial Bid’ along with Tender ID in Tender box before the submission of end date on given office address- **as per annexure VI**

**Important Notes:**

1. **\*Before quoting the rates, the site must be mandatorily visited/inspected by the party. The certificate of site visit must be obtained from ICAR-CCRI, Nagpur.**
2. party has to make presentation before the duly constituted committee and samples of the material which is to be use may be sent/shown to the committee at ICAR-CCRI, Nagpur.
3. The bidding document should be submitted to Institute within the stipulated date and time.
4. The tender documents may also be downloaded from this office website <https://www.ccricar.gov.in> (Tender Notice).
5. Tenders/Bidders are requested to visit the website (<https://www.ccricar.gov.in> ) and CPPP regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website/Office website.
6. Detailed Terms & Conditions, Eligibility, Schedule of Requirement (SOR), SLA and other information for the assignment are available only on the institute website (<https://www.ccricar.gov.in>) In case of any clarification, contact the following email: [storesectionccri@gmail.com](mailto:storesectionccri@gmail.com).
7. 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.
8. The interested firms are required to deposit (in original) an **Earnest Money Deposit (EMD) of Rs. 40,000/- (Rupees Forty 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.**
9. The Bid Security will be forfeited in the following condition: -
  - (i). If any stage, any of the information/declaration given by the bidder if 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---

**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 the lump sum amount for the work mentioned in **Annexure-I**.
- (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) 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.
- (f) 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.
- (g) Only those agencies, who fulfil the Eligibility and Qualification requirements for Bidders should submit the tender documents.
- (h) 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:
  - (i) 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 6 months.
- (j) Tender **Earnest Money Deposit (EMD)** of value INR **Rs. 40,000/- (Rupees Forty Thousand only)** in shape of Bank Draft in favour of ICAR unit CCRI, payable at Nagpur.
- (k) **Complete Technical and financial bids should be submit in Two Envelop separately.**

## **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 work sought by the CCRI/ICAR, 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.

### **4. Warranty and Support**

- (a) Bidder/vender shall submit a list of item(s), if any, need to replace with equivalent or higher configuration, capacity, functions and licenses. The replaced item(s) shall be accepted with full satisfaction and consent of the purchaser. The replaced item(s) may be same or different OEM, provided;
  - i. No additional amount shall be paid and it is purely in lieu of.
  - ii. Compatibility and function remain intact.
  - iii. The proposed item(s) must not end of life.

### **5. Site Visit**

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

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

## **Terms & Conditions**

### **1. 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 payment shall be released on satisfactory completion of assigned work. Income Tax and other taxes as per rules will be deducted from the bill as applicable from time to time

#### 4. **Evaluation of bid**

a. **PROCESS TO BE /CONFIDENTIAL:** Information relating to the examination, clarification, evaluation and comparison of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process. Any effort by a bidder to influence the purchaser's processing of bids or award decisions may result in the rejection of the Bidder(s) Bid.

b. **CLARIFICATION OF BIDS:** To assist in the examination, evaluation and comparison of Bids, the Purchaser may, at its discretion, ask the Bidder for a clarification of its Bid. All responses to requests for clarification shall be in writing and no change in the price or substance of the Bid shall be sought, offered or permitted.

#### c. **PRELIMINARY EXAMINATION OF BIDS / RESPONSIVENESS**

i. The purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

ii. Prior to the detailed evaluation, the purchaser will determine the substantial responsiveness of each bid to the bidding documents including production capability and acceptable quality of the Goods offered. A substantially responsive Bid is one, which conforms to all the terms and conditions of the Bidding Documents without deviation.

#### d. **EVALUATION AND COMPARISON OF BIDS**

i. A duly constituted committee will evaluate the technical bids. EMD and technical bid of the tender will be opened in the first instance. ICAR-CCRI reserved the right to seek fresh set of documents or seek clarification on the already submitted documents.

ii. The evaluation of Bids shall be done based on the Eligibility Criteria and Financial Lowest Cost Basis Selection (LCBS) competitiveness basis. The bids will be opened in two bidding i.e. Technical bid and Financial bid as per procedure. In the event of the specified date of bid opening being declared a holiday for ICAR-CCRI, the bids shall be opened on the next working day.

iii. The evaluation of the Bids shall be a stage-wise procedure. The following stages are identified for evaluation purposes: In the first stage, the Bids would be subjected to a responsiveness check for eligibility for participation. The responsive bidders of First stage shall be eligible for technical evaluation.

iv. Bidders shall base their Bid price on the terms and conditions specified in the Bidding Documents.

v. The Purchaser will evaluate and compare the bids that have been determined to be substantially responsive. The evaluation will be performed assuming that:

(a) The Contract will be awarded to the lowest evaluated Bidder for the entire Tender.

(b) The Purchaser's evaluation of a bid will be made on the basis of prices quoted in accordance with Bid Prices.

a. The competent authority of the Institute shall have the right to reject all or any of the offers, accept more than one offer and assign part of the job.

- b. A Demand draft of Rs. 40,000/- as Earnest money in favour of ICAR Unit CCRI, Nagpur is to be enclosed along with the quotation. No Quotation shall be considered without the earnest money deposit. The earnest money will be refunded only after the finalization of the contract and no interest will be paid on earnest money. However, exemption will be given for the firm having registration certificate issued by National and Small Industries Corporation (NSIC), MSME etc. for the purpose under contract.
- c. In case of violation of any terms and conditions on the part of the firm is noticed and/or the services are found unsatisfactory, performance security can be forfeited at the discretion of the Competent Authority in the Institute.
- d. Rates once finalized will not be enhanced during the currency/period of the contract.
- e. **In case, the successful bidder shows inability at any stage, after the contract is finalized and awarded for the whatsoever reason(s), to honour the contract, the earnest money/ performance security deposited would be forfeited.**
- f. The outer cleaning of the area will be done free of cost during the contract period.
- g. The firm /party will provide branded and genuine parts of furniture/mica and other work related items i.e.(Annexure-I).
- h. **The competent authority in the institute reserves the right to cancel the contract at any time during the currency/period of the contract without giving any reason.**
- i. Mere quoting lowest rates will not amount to commitment for award of contract. L-1 will be selected on the basis of lowest combined total as per Annexure-I.
- j. If any dispute(s) arises between the Institute and the firm with reference to the contract, the Director of the Institute will decide and decision will be binding on the firms.

**Video conferencing facility : Specification of wooden work / furniture  
(ICAR-CCRI, Nagpur)**

1. Wooden Conference Table (Capacity 26 people to attend) would be made with 25 mm Pre-Lam HD HMR both Side Laminated Board with PVC edge-Band pasted on all four sides of it. HD HMR used would be of reputed Brand like ACTION Tesa of Density 800 kg/m<sup>3</sup>. (Size Approx.25 (L) x 4 (W) feet.
2. One Executive chair and 26 (Twenty six) numbers of Chairs with high quality, gas spring wheel base, cushion seat with two lock mechanism. The quality and type of the chairs shall be provided in conformity with site/ Client requirement.
3. Eight feet wide and four feet in height Wooden and Velvet Board or other similar provision to be made at the back of the chair of the Chairman
4. For connecting speakers, Mic, Camera & Projectors etc there should be provisions of electrical points/ and cables along with conference Table.
5. Window Blinds shall be provided on Windows (4 Numbers) of standard company and Quality for restricting light entry during conference.
6. Two number Doors with Frame in the Conference Hall in Glass with Aluminium Frame shall be provided (size of the Door 1000 mm in width and 2100 mm in height).
7. One entry Door with frame 700mm x 2100 to be provided in pantry section
8. Door from conference wall to washroom shall be made of size 700 mm X 2100 mm height in block Board with water resistant Laminate matching to even shade of wall colour of conference room.
9. sPantry Kitchen would be modular with six stainless steel Baskets SS 304 Grade steel with Telescopic Slide with Hettich, SAIBO or other branded material, Stainless Steel Sink FRANKE, hindware or similar Make, Faucet Jaquar, Hindware or Gem Make.
10. All Shutters and Drawer Fascia would be in 18 mm HD HMR Laminated with Ten Years of Warranty. Wall Units/Overhead Units Quantity (Two Nos.) shall be made in HD HMR White Colour Laminate.
11. A Rack Available in the Pantry Section shall be provided with Laminated Shutters of same quality as in pantry kitchen with soft close Hinges Hettich, SAIBO or similar Make so that it can be converted as cup-board.
12. Six Number of Stainless Steel Baskets of Drawer Fascia width 600 mm with Telescopic slide Hettich SAIBO or similar Make shall be provided.
13. Kitchen Top made of 18 mm Natural Granite shall be provided and installed on Kitchen under structure, on a bison sheet 18 mm thickness with moulding on the front edge of the Top. Size of the Kitchen Top and bison each is 2100mm Length and width 685mm)
14. Wall Tiles above kitchen Top till Ceiling Height would be done with Tile adhesives or appropriate material.
15. Sink (SS) and faucet for the sink should be of reputed brand.

**Annexure-II**

(On the letter head of the Firm)

**(MANDATE FORM FOR BANKING DETAILS)**

Name of the firm :-----

Registered/Postal Address :-----

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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	
<b>8</b>	<b>Bank Details:-</b>	
1.	Bank Name	
2.	Branch Address	
3.	Account No.	
5.	Type of Account (Current/Saving)	
6.	IFSC Code	

Date

Name of the Authorized  
Signatory

(Stamp & Signature)

The vendor should submit copy of all the relevant documents.



ANNEXURE-III

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

Date:

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

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)**

**Annexure-IV**

(On the letter head of the Firm)

**Details of Works/job during the last 3 years**

Sr. No.	Name of the Department organization & Name of the Contract Person with Phn. 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

### Check List of Documents Submitted in Technical cover

Sr. No.	Supporting Documents (self-attested documents should be attached)	Page No.	Enclosed Yes/Not
1.	Submit the Firm registration certificate with the bid.		
2.	Self attested copy of experience of having successfully completed. (Documentary evidence should be enclosed) during last three years (similar furniture work)		
3.	Self attested copy of Income Tax Returns for the last three years (2019-20, 2020-21 & 2021-22)		
4.	Annexure-IV to be filled along with supporting documents. Like work order/signed agreement copy etc.		
5.	Attached self attested copy of PAN & GST.		
6.	The firm should have provide the EMD in favour of ICAR-Unit, CCRI payable at Nagpur		
7.	If the firm is exempted for EMD, the copy of certificate may be provided		
8.	The proof of site visit to must be attached by the firm.		
9.	Annexure-II		
10.	Annexure-III		
11.	Financial Bid should submit in separated sealed cover.		
12.	Tender acceptance letter (Annexure-III) is mandatory.		

### 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- VI)		

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/Furniture for Video Conference Facility/2022

Date:- \_\_\_\_\_

**FINANCIAL BID**

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

Sir,

I/We wish to submit our e- tender for “Wooden work/Furniture for Video Conference Facility” at ICAR-CCRI, Nagpur on the following rates:-

NUMBER #	TEXT #	TEXT #	NUMBER #	TEXT #	TEXT #	NUMBER #	NUMBER	NUMBER #	TEXT #
Sl. No.	Item Description	Item Code / Make	Quantity	Units	Quoted Currency in INR / Other Currency	BASIC RATE In Figures To be entered by the Bidder in Rs. P	GST 18% Amount in INR Rs. P	TOTAL AMOUNT With Taxes in Rs. P	TOTAL AMOUNT In Words
1	2	3	4	5	6	7	8	9	10
1	Wooden work/Furniture Work :								
1.01	Wooden Conference Table (Cap. 26 people) Size 25 (L) x 4 (W)	item1	1.00	Nos	INR		0	0.00	INR Zero Only
1.02	Executive Chair	item2	1.00	Nos	INR		0	0.00	INR Zero Only
1.03	Revolving Chair	item3	25.00	Nos	INR		0	0.00	INR Zero Only
<b>Total in Figures</b>								<b>0.00</b>	<b>INR Zero Only</b>
<b>Quoted Rate in Words</b>						<b>INR Zero Only</b>			

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

Signature .....

Name &amp; Address of the Firm .....

Moblie No. ....