



**STANDARD ONLINE (E-PROCUREMENT MODE)
 BIDDING DOCUMENTS FOR
 PURCHASE OF INDIAN AND FOREIGN JOURNALS**

**Document to be submitted online
 for
 (Technical & Financial Bid as per schedule of requirement)**

ONLINE NOTICE INVITING TENDER THROUGH E-PROCUREMENT BIDS

F.No.53-2(A)/2022-23/Lib.

Date: 07.02.2023

The ICAR-Central Institute for Subtropical Horticulture, Rehmankhhera, Lucknow is a public funded Research Organization under the Indian Council of Agricultural Research, Department of Agricultural Research and Education, Ministry of Agriculture and Farmers Welfare, Government of India. The ICAR-CISH, Lucknow, India, invites e-tenders through the website URL: <http://eprocure.gov.in/eprocure/app> under two bid systems from eligible and qualified bidders for supply of the following goods.

CRITICAL DATE SHEET

S. No.	Description	Date and Time
1	Journals for the year 2023 (01 e –foreign database) and 10 (Print) Indian journals)	-
2	EMD 2% of the estimated value of Journals (Rs. 10,000/-) OR fill up bid security declaration form	-
3	Tender value Rs. Five Lakh fifty thousand only (approx)	-
4	Date of release of Tender through e-procurement Portal	07-02-2023
5	Bid submission start date online	08-02-2023
6	Bid security declaration form	0
7	Last date & time for submission of online Bid	27-02-2023
8	Date & time for opening of technical Bid	01-03-2023
9	Address for communication: The Director, ICAR-Central Institute for Subtropical Horticulture, Rehmankhhera, P.O. Kakori, Lucknow -226101 (U.P.)	

Note:- The Director, ICAR-CISH reserves the right to reject any or all tenders without assigning any reason thereof.

1. The tender form/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 bids shall not be accepted.
2. Tenders/bidders are requested to visit the website <http://eprocure.gov.in/eprocure/app> regularly. any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
3. Financial bids of only technically acceptable offers will be opened.

4. 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 Director reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
5. The interested firms are required to deposit (In original) an Earnest Money in the form of Demand Demand Draft/ RTGS on or before bid submission date by post or in person to the office. 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.

The Firms are required to upload copies of the following documents:-
(a) Scanned copy of Earnest Money Deposit (EMD) Or fill up bid security declaration form.
(b) Scanned copy of Firms registration, GST, RTGS Details and all relevant documents as per technical bids required documents.
6. Instruction for online bid submission: As per the directive of the Government the tender document has been published on the CPP Portal. The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature certificates. All bids must be accompanied with all relevant documents. The bids received in time will be opened in the presence of the bidders/authorized representatives who opt to attend, at the address given above on the schedule time.
7. **Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.**
8. ICAR-CISH will not be responsible for any delay in enrolment/registration as bidder or submitting/uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website.

-sd-
Chairman
Library Advisory Committee

1. List of subscription e-Foreign Journals for the year 2023

Sl.No.	Name of Journals	Publishers	Price (Rs.)	Discount (%)	Remarks
1	Horticulture Science abstract (DATA BASE)	CABI, Nosworthy Way, Wallingford Oxfordshire OX10 8DE, UK	Pound 4335 (Tentative)		

2. List of subscription Indian Journals (Print copy) for the year 2023

Sl. No.	Name of Indian Journals	Address	Price (Rs.)	Discount (%)	Remarks
1	Journal of Eco-Friendly Agriculture	M/s Doctor's Krishi Evam Bagwani Vikas Sanstha, A-601, Sector-4, Indra Nagar, Lucknow – 226 016	3000/-		
2	Kheti	M/s Directorate of Knowledge Management in Agriculture (DKMA), ICAR, Krishi Anusandhan Bhawan-I, Pusa, New Delhi - 110012	300/-		
3	Phal Phool	M/s Directorate of Knowledge Management in Agriculture (DKMA), ICAR, Krishi Anusandhan Bhawan-I, Pusa, New Delhi - 110012	300/-		
4	Indian Horticulture	M/s Directorate of Knowledge Management in Agriculture (DKMA), ICAR, Krishi Anusandhan Bhawan-I, Pusa, New Delhi - 110012	150/-		
5	Journal of Applied Horticulture	M/s Journal of Applied Horticulture, Society for Advancement of Horticulture, A-859, Indranagar, Lucknow-226 016, Uttar Pradesh	3000/-		
6	Physiology & Molecular Biology of Plant	M/s Springer (India) Private Limited, 7 th Floor Vijaya Building, 17, Barakhamba Road, New Delhi – 110 001	9000/-		
7	Indian Journal of Horticulture	M/s The Horticultural Society of India, F1, National Society's Block, NASC Complex, DPS Marg, New Delhi – 110 012, India	18000/-		
8	Indian Journal of Biotechnology	M/s CSIR-NISCAIR, 14 Satsang Vihar Marg, Spl. Institutional Area, New Delhi, 110067, India	1200/-		
9	Indian Journal of Plant Genetics Resources	M/s Indian Society of Plant Genetics Resources, NBPGR Campus, New Delhi – 110 012	24200/-		
10	Indian Food Packer	M/s Journal of All Indian Food Processors' Association, 206, Aurobindo Place Market, Aurobindo Marg, Hauz Khas, New Delhi – 110 016, India	950/-		

INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. For Online Bid Submission as per the directives of Department of expenditure, this tender document has been published on the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>). The bidders are required to submit copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificate.
More information useful for submitting the online bids on the CPP Portal is available/ obtained at URL:<http://eprocure.gov.in/eprocure/app>. Manual/offline bids shall not be accepted under any circumstances.

For Registration

2. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll".
3. Foreign Bidders have to refer "**DSC details for foreign Bidders**" for Digital signature Certificates requirements which comes under Download Tab at <http://eprocure.gov.in/eprocure/app?page=Standard> Bidding Documents &service=page and the remaining part is same as above and below.
4. The intending Tenderer, in case of Authorized Distributor/ Authorized Dealer shall possess valid authorized Distributorship /Dealership license from Original journals/book publishers. The tenderer shall enclose the copy of the same as PDF file in Cover-I of e-tender while submitting the tender.
5. No extra payment shall be paid on account of any discrepancy in nomenclature of items.
6. **While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tenderers stipulate any condition of his own, such conditional tender is liable to be rejected.**
7. Director, ICAR-CISH, Lucknow reserves the right to reject any tender/bid wholly or partly without assigning any reason.
8. The Technical Committee constituted by the Director, ICAR-CISH, Lucknow shall have the right to verify the particulars furnished by the bidder independently.
9. Tenderer shall take in to account all costs including for giving delivery of material at site i.e. ICAR-CISH, Rehmanikhera, Kakori, Lucknow for quoting the rates. In this regard no claim for any extra payment for any reason shall be entertained.
10. The item should be delivered at ICAR-CISH, Rehmanikhera, P.O.Kakori, Lucknow and the supplier shall be responsible for any damage during the transit of goods.
11. **All the tender documents & price bid to be uploaded as per this tender are to be digitally signed by the bidder.**
12. All the communications with respect to the tender shall be addressed to: **The Director, ICAR-CISH, Rehmanikhera, P.O. Kakori, Lucknow-226 101, U.P. (e-mail: cish.lucknow@gmail.com)**

Terms and Conditions for the Subscription of Foreign and Indian Journals

1. The Bidder(s) may note that ONLINE BID will only be accepted. All the requisite supporting documents as mentioned in the bid document should and must be uploaded on-line <http://eprocure.gov.in/eprocure/app>. The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted/processed, in any case.
2. The bidders may submit duly filled and completed bidding document ONLINE as per instruction contained in the bidding documents. Incomplete bid shall be rejected. The conditions of tender shall be governed by the details contained in complete bid document as well as Procurement Manual of Library Books and Journals including e-Journals ICAR.
3. The rates should be quoted as per the BOQ uploaded on the CPP Portal. Taxes, if any, should be indicated separately. The bidders are advised to download this BOQ_XXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the Financial Bid. The Bidder shall not tamper/modify downloaded 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/ bid security declaration form would be forfeited and tenderer is liable to be banned from doing business with ICAR-CISH.
4. The firm must also possess valid PAN No., TIN No. & or Service Tax Registration Number and a copy of the same must be uploaded in the Cover-1 of the E-tender.
5. In case of foreign currency, conversion rates in INR will be taken on that day when financial bid will open.
6. Bid Validity: 6 Months from the date of opening of Technical Bids.
7. The detailed instruction for online submissions of bid(s) through e-procurement module of Central Public Procurement of NIC, the bidder(s) may visit following link: [http://eprocure.gov.in/eprocure/app?page=HelpForContractors & service=page](http://eprocure.gov.in/eprocure/app?page=HelpForContractors&service=page)
8. In case the unit is not covered as above, it shall submit the offer along with the Bid Security (EMD) for the amount in the form of Demand Draft only **OR fill up bid security declaration form (Annexure-V)**, in favour of "ICAR UNIT-CISH" payable at Lucknow.
9. The EMD/ **bid security declaration form (Annexure-V)** has to be submitted to this office on or before Date **27-02-2023 (4.00 PM)**. Name of the Tenderer and Tender reference number has to be furnished behind the EMD Demand Draft. The scanned copy of EMD/ bid security declaration form (Annexure-V) by way of demand draft/ bid security declaration form should be included.
10. The EMD will be returned to the unsuccessful bidders after the orders are placed with the successful bidder.
11. The EMD/ bid security declaration form will be forfeited if the bidder fails to accept the order based on his/her offer/bid or fails to supply the Journals.
12. The bidder should have last five year's experience in the supply of foreign and Indian journals to ICAR institutes/SAU, Central Universities or other UGC recognised universities. The bidder should attach a list of government institutions to which they have supplied journals along with proof and also enclose certified copy of performance report from the client Deptt./Instts.
13. **The bidder should give an undertaking in the technical Bid that it will be in a position to supply all the Foreign and Indian journals as per the list attached.**
14. The selected bidder shall have to deposit a **bank guarantee for 100% of the total order value** or FDR after which the Institute shall release advance payment. However, the bank guarantee will be released only on completion of supply of journal issues. No interest will be paid by the Institute on the bank guarantee/FDRs.
15. The firm shall have to provide subscriber number allotted by the publisher against all the journal titles.
16. The journals available in dual currencies should be billed in the currency by which the conversion cost is the lowest in Indian rupees.
17. An EMD amounting to Rs.10,000/- (Rupees Ten thousand only) as mentioned above is to be deposited by the bidder by way of Demand Draft in favour of "ICAR Unit-CISH", Lucknow **OR fill up bid security declaration form (Annexure-V)** along with the technical bid. The EMD will not carry any interest on it. The EMD will be refunded in full only on finalization of the tender. However, in the case of the tender accepted for supplying journals, the EMD will be refunded only after depositing the performance security deposit/furnishing the Bank Guarantee.
18. The journal issues should be delivered in satisfactory/ good condition. The firm shall procure journals from the respective publishers by air freight at no additional cost to be borne by the Institute.

19. The firm has to inform the availability of free online access to the ordered print journals wherever available with IP authentication. Activation to online journals to be done by the firm with no extra charge.
20. The firm has to send reminders to the publishers for non-receipts of journal issues and send copies of reminders to ICAR-CISH, Lucknow. The firm should provide web based claim management support so that the delivery status could be checked by the institute. The web site print outs of such facility offered are to be provided.
21. The bidder shall have to pay a penalty of 2% to 10% against late supply of print/online journals. The firm shall have to refund the proportionate cost with 10% penalty for journal issues not supplied by way of Demand draft favouring the ICAR unit, CISH, Lucknow. The firm will refund to the CISH, Lucknow the full amount of subscription of journals with penalty for journal issues not supplied within six months from receipt of payment. No penalty will be charged if the suppliers provide valid reason for non supply of journals with evidence from publisher and submit the documents in this regard well in advance.

The periodicity of journal, its Time limit relaxation period & penalty is as under:-

Periodicity of periodicals/journals	Time limit for supply of journals	Relaxation period	Penalty
Weekly	Within 15 days from date of publications	7 days	2% of the cost of the late supplied Issue each day and maximum of fifteen days from the date of relaxation
Fortnightly	Within 25 days from date of publication	10 days	2% of the cost of the late supplied issue each day and maximum of fifteen days from the date of relaxation
Monthly	Within 35 days from date of publications	10 days	2% of the cost of the late supplied issue each day and maximum of Fifteen days from the date of relaxation
Quarterly	Within 45 days from date of publications	10 days	2% of the cost of the late supplied issue each day and maximum of Fifteen days from the date of relaxation
Online version journals if any periodicity	Within 7 days from the date of uploading by the publisher on their website publications	3 days	2% of the cost of the late supplied issue each day and maximum of Fifteen days from the date of relaxation
Any other periodicity	Within 35 days from date of publications	10 days	2% of the cost of the late supplied issue each day and maximum of Fifteen days from the date of relaxation

No penalty will be charged, if the suppliers provide valid and satisfactory reasons for non supply of the journals with documentary evidence received from the publishers. The documents relating to non-supply of Journals should be submitted well in advance to avoid penalty.

22. No interest would be payable on amount paid by the subscription agent to the publisher on account of delay in payment by the institute.
23. The Firm/agency should give undertaking that the firm have necessary permission to deal with foreign and Indian periodicals subscription and make necessary payment in foreign and Indian currency. Further it should fulfil all statutory requirements.
24. The successful firm will have to enter into an agreement with the Director, ICAR-CISH, Lucknow on a non judicial stamp paper of Rs.100/-(Rs. One hundred only), the cost of which has to be borne by the tenderer himself.
25. The Institute reserves the right to discontinue the service of the firm on the basis of performance in terms of supply of journals subscribed through them.
26. The Director, ICAR-CISH on behalf of ICAR reserves the right to accept or to reject any or all items(s) if the tender at any stage without assigning any reason. The decision of the Director, ICAR-CISH in this regards will be final and binding.
27. The number of journals to be for the calendar year January to December which may increase or decrease at any stage of the contract by ICAR-CISH, Lucknow.
28. All journals are to be supplied for the calendar year January to December, supply of the periodicals should commence from the issue no.1 of the volume starting during the year unless specified otherwise.

29. The rates of the journals/titles must be submitted only by charging on current bank exchange rate (TT selling rate).
30. Initially the contract for supply of journals will be one calendar year i.e. January to December of a year and can be extended for further one year with the approval of Director, ICAR-CISH UNIT.
31. Force majeure: Any failure of omission or commission to carry out the provisions of the contract by the supplier not given rise to any claim by either of the party to contract, if such failure of omission such as fire, flood, earthquake, hurricane or any pestilence or from civil strikes, compliance with any statute and /or regulation of the government, lockouts and strikes, riots, embargo or from any political or other reasons beyond the supplier's own control including war (whether declared or not) civil war or state or insurrection, provided that notice of the occurrence of any event by either party to the other shall be given within two weeks from the date of occurrence of such an event which could be attributed to Force majeure conditions.
32. Price Fall Clause: The offer of the rates by the publishers/suppliers will be subject to the price fall clause i.e. if any item is offered by the tenderer on lower rates to some other organization he shall forthwith notify such reduction or sale immediately to the Director, ICAR-CISH UNIT, Lucknow and such reduction will automatically applicable to the ICAR-CISH UNIT, Lucknow.
33. No gratification clause: The bidders will give an undertaking that they will not try to gratify any person or use any other unfair means involved in the purchase of the quoted books & journals. This will also debar the company for participating in other tenders floated or to be floated by the purchaser and suitable action will be initiated against such defaulters.
34. Validity of bids: For the calendar year and additional six months totalling 18 months e.g. **from 01 January, 2023 to 30 June, 2024.**
35. The bidders will not form a part of the cartel and put in supporting quotations for some other companies. This will debar the company for participating in other tenders floated or to be floated by the purchaser. The institute can compare the prices of other bidders L2, L3 etc. also the prices quoted in other tenders for same products and in case of discrepancy suitable action will be initiated.
36. Non-black listing-bidders will provide an **undertaking** on non-judicial stamp paper that neither they nor their principal publishers/suppliers have been blacklisted by any State/Central Government State/ Central Government departments/other organizations.
37. Discount percentage shall be indicated both in figures as well in words.
38. In case of any dispute arising out of their contract, decision of the Director, ICAR-CISH, Lucknow will be final and binding to both Parties.
39. At the time of awarding the contract, the purchaser reserves the right to increase or decrease by up to 25%, the quantity of books and journals as specified in the List of Requirements, without any change in the unit price or other terms and conditions.
40. The firm should provide web based claim management support for which documentary evidence should be furnished in the form of website printouts.
41. The supply of journals will be accepted through registered/speed post or special messenger only and supply of journals postal charges and others charges will not be paid by institute etc.

Terms and condition of TECHNICAL BID for the supply of Foreign and Indian Journal for the year 2023 in the ICAR-CISH Library.

1. The firm should have financial status in dealing with the supply of the periodicals. Turnover of the firm should be minimum Rupees Fifty lacks only per annum. The documentary proof of this effect in the form of balance sheet for each year for the last three has to be enclosed along with the offer of the tender, failing which the offer will be rejected. (to be enclosed with the technical bid).
2. The firm should be having PAN (Permanent Account No.)/TAN allotted by the Income tax Department, documentary proof of the same has to be enclosed along with the technical bid.
3. The Firm/Agency should be a regular member of the “GOODS OFFICES COMMITTEE” of the Federation of Publishers and Book Sellers Association of India and a proof has to be enclosed along with the offer.
4. The firm shall provide web based claim management support so that the order/delivery/claim status can be checked by this institution as and when required. Company should submit documentary evidence (in the form of website printouts) of such a facility and also give website address where this service can be checked for providing online accessibility to the libraries. (to be enclosed with the technical bid).
5. Earnest money deposited amounting to Rs. 10,000.00 (Rs. Ten thousand only) in the form of Demand Draft/Pay order/FDR/Bank Guarantee in favour of Director, ICAR-CISH, Lucknow if the same has been down loaded (to be enclosed with the technical bid) **OR fill up bid security declaration form (Annexure-V).**
6. The firm/agency is supposed to enclose the documentary evidence of minimum Five (5 nos.) work order of at least Rs.10 lacks each for the subscription of foreign and Indian journals to ICAR Institute's/SAU universities libraries only are annual turnover of Rs. One cror (to be enclosed with the technical bid). Experience should be for supply of foreign and Indian journals.
7. The Firm / agency should give undertaking that the firm have necessary permission to deal with foreign and Indian periodicals subscription and make necessary payment in currency. Further it should fulfil all statutory requirements (to be enclosed with the technical bid).
8. Terms and conditions for supply of journals in CISH library and information centre duly signed has to be enclosed (to be enclosed with the technical bid).

In case of any dispute arising out of their contract, decision of the Director, ICAR-CISH will be final and binding to both parties. All legal disputes, if any, shall be subject to Lucknow jurisdiction only.

Signature of Tenderer

Name of Firm:-.....

Address:-.....

.....

Contact No.:-.....

E-mail ID.:-.....

PART-A

Selection Criteria of Bidders for **TECHNICAL BID** for the supply of e-Foreign and Indian (Print) Journal the supply of Journals.

Sl.No.	Particulars	Response/ Answer	Page No.
1	Name of the firm		
2	Office address:.....		
	a) Telephone no.		
	b) Fax Number		
	c) e-mail ID		
	d) web site, if any		
3	Kind of proprietorship:		
	i) If Limited concern, name and address of Director & Managing Directors		
	ii) If single owner, name and address of the proprietor and Manager		
	iii) If partnership, name and addresses of partners		
4	The firm should have financial status in dealing with the supply of the Periodicals. Turnover of the firm during the preceding 3 years should be minimum 5 times of the supply order or any equivalent amount fixed by the ICAR Unit, The documentary proof of this effect in the form of audited balance sheet for each year for the last three years has to be enclosed along with the offer of the tender, failing which the offer will be rejected. (To be enclosed with the technical bid). (Annexure-I)	YES/NO	
5	Whether your firm is an Income tax payee? if so have you attached the copy of ITCC (Annexure-II)	YES/NO	
6	Are you a member of "Good Offices Committee" of the Federation of Publishers and Booksellers Association of India. If so attach the copy of the membership Certificate? (Annexure-III)	YES/NO	
7	Does the firm have infrastructure for providing online accessibility and provide web based claim management support so that the order /delivery/claim status can be checked by CISH as and when required? Website address to be furnished along with technical bid. (Annexure-IV)	YES/NO	
8	Have you attached work orders of Five (5 nos.) from ICAR/SAU universities libraries only with documentary evidence of order for foreign and Indian journals of at least Rs.10 lacks each? (Annexure-V)	YES/NO	
9	Have you attached the draft of Earnest Money Deposit of Rs.10,000/- (Rupees Ten thousand only) OR fill up bid security declaration form with the Technical Bid? If yes (mention the Bank draft No..... Dated..... Issuing Bank.....)	YES/NO	
10	Banker's details (a certificate issued by the banker's may be attached. i)Banker's name and address..... ii)Bank A/c No.....	YES/NO	
11	Does the firm have PAN Permanent Account Number)/TAN allotted by the Income Tax Department? Documentary proof of the same to be enclosed	YES/NO	
12	Flat Discount of journals that will be offered to the CISH Library as per Financial Bid written both, in figures & words is attached.	YES/NO	
13	The Firm/agency should give an undertaking that the firm has necessary permission to deal with foreign and Indian periodicals subscription and make necessary payment in foreign currency. Further it should fulfil all statutory requirements. Have you attached the certificate?	YES/NO	
14	Have you signed the terms and conditions for supply of Library books and Journals as per tender requirement to ICAR-CISH Library.	YES/NO	
15	Does the firm have GST Number (Documentary proof of the same to be enclosed)	YES/NO	

DECLARATION

- A. I/we.....(name of partners/proprietors/share-holders) do hereby declare that the entries made in this application form are true to the best of our knowledge and that we shall be bound by the acts of duly constituted attorney. It is certified that all the information furnished by me/us is correct. In case if it is found incorrect, I/we have no objection if my/our if my/our bid is rejected or cancelled by CISH, Library and I/we agree to abide by the terms and conditions mentioned above.
- B. Mr.whose signatures are given below, is an authorized representative of this firm.
- C. I/we also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm, affecting the accuracy of the facts, stated above.

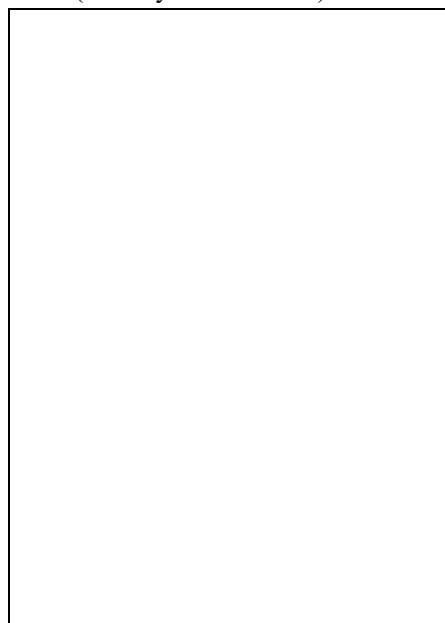
SIGNATURE OF THE PROPRIETOR WITH
ALL PARTNERS FIRM'S OFFICIAL SEAL

FINANCIAL BID

Sl.No.....Description.....

1. Supply of 01 e –foreign database, and 10 Indian (Print) Journals
in ICAR-CISH Library and Information Centre (List enclosed)

Flat discount offered by the
agency for the Year 2023
(January to December)



Signature of the Bidder with official seal

TENDER ACCEPTANCE LETTER
(To be given on Company letter head)

Dated:

To,
The Director,
ICAR-CISH,
Rehmankhera,
P.O. Kakori,
Lucknow – 226 101

Sub: Acceptance of terms and Conditions of tender.

Tender Reference No:

Name of the tender/work:-

.....
.....

Dear Sir,

1. I/we have downloaded the tender documents for the above mentioned Tender/work from the website (s)

namely:

.....
.....

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

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), schedules(s), etc.,) which form part of the contract agreement and I/we shall abide hereby the terms/ conditions/clauses contained therein.

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

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

I/we do hereby declare that our Firm has not been black listed/debarred by any Govt.

Department/Public Sector Undertaking.

I/we certify that all information furnished by our Firm is true and correct and in the event the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason thereof 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)

A) Instructions for Online Bid Submission

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). 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: <http://eprocure.gov.in/eprocure/app>.

B) Registration

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link “Click here to Enroll” on the CPP Portal 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 / TCS / nCode / eMudhra 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.

C) 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.

D) 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 formats. Bid documents may be scanned with 100 dpi with black and white option.
- 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” 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.

E) Submission of bids

- 1) Bidder should login to the site well in advance for bid submission so that he/she uploads 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 in the tender document.
- 3) The Bidder should prepare the EMD OR bid security declaration form as per 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 or bid security declaration form 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
- 4) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bid in the format provided and no other format is acceptable. The 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 the name of the bidder) No other details should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BOQ file found to be modified by the bidder, the bid will be rejected.
- 5) 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.
- 6) 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 bid is maintained using the secured Socket Layer128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 7) The uploaded tender documents must become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids) i.e. 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) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

Signature of Tenderer

ICAR- Central Institute for Subtropical Horticulture, Rehmankhera, Lucknow**Bid Security Declaration**

I/We The proprietor/authorized signatory of M/s address

..... hereby submit the declaration that I/We

- i. Withdraws or amends the bid/tender.
- ii. Impairs or derogates from the tender in any respect within the period of validity of the bid/tender.
- iii. If the bidder does not accept the correction of his bid price during evaluation.
- iv. If the successful bidder fails to sign the contract or furnish the required performance security within the specified period.

I/we will be suspended for the one year from the date of debarment to participate in any bids to the institute specified in the tender documents according to the provisions exist in the Manuals for Procurement of works 2019, Rule 170 of General Financial Rules (GFRs) 2017 and Manual for Procurement of Consultancy & other Services 2017.

Place.....

Date.....

.....
(Signature of authorized signatory)

Name (in full).....

Full Address.....

.....

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