



भाकृ अनुप-भारतीयकदन्ननुसंधानसंस्थान
ICAR – INDIAN INSTITUTE OF MILLETS RESEARCH
राजेन्द्रनगर, हैदराबाद/Rajendranagar, Hyderabad-500030
Phone: 040-24599308.Fax.040-24599304.www.millets.res.in



F.No.2-230/19-20/ST

Dated: 16-8-2019

NOTICE INVITING TENDER THROUGH E-PROCUREMENT

Online Bids are invited from the interested bidders under **two bid system** for procurement of “**Annual Rate Contract for Biochemical analysis and related services for period of one year**” at ICAR - Indian Institute of Millets Research (IIMR), Rajendranagar, Hyderabad-500030. **Manual bids shall not be entertained.** Tender documents may be downloaded from e-Procurement website of CPPP <https://eprocure.gov.in/eprocure/app> as per the schedule as given in **CRITICAL DATE SHEET** as under:

DETAILS OF TENDER FEE AND E.M.D. OF THE PURCHASE

Sl. No.	Name of the work	Quantity (No's)	Tender Fee (₹.)	EMD (₹.)
1.	Annual Rate Contract for Biochemical analysis and related services for period of one year	As per our Requirement	300/-	30,000/-

Note: Tender Fee and EMD deposit by way of Demand Draft drawn in favour of “ICAR-Unit IIMR, Hyderabad payable at Hyderabad is to be sent to this office on or before the data specified in notice for tender.

CRITICAL DATE SHEET

Tender No.	F.No.2-230/19-20/ST
Date and Time for Issue/Publishing	16-8 -2019 at 05.00 PM
Document Download Start Date and Time	17-8-2019 at 10.00 AM
Bid Submission Start Date and Time	19-8-2019 at 10.00 AM
Bid Submission End Date and Time	09-9-2019 at 02.00 PM
Date and Time for Opening of Bids	10-9- 2019 at 02.00 PM
Address for Communication	Senior Administrative Officer ICAR-Indian Institute of Millets Research, Rajendranagar, (R.R. District) Hyderabad-500030, T.S.

Senior Administrative Officer

**ICAR – Indian Institute of Millets Research
(Indian Council of Agricultural Research)
Rajendranagar, Hyderabad – 500030,
Telangana, India.**

GENERAL INSTRUCTIONS TO THE TENDERERS (GIT)

The Tender shall be submitted in accordance with these instructions and any tender not confirming the instructions as under is liable to be rejected. These instructions shall form the part of the tender and contract.

1. Definitions and Abbreviations:

1.1. The following definitions and abbreviations, which have been used in these documents shall have the meanings as indicated below:

1.2. Definitions:

- a. “Purchaser” means the organization ICAR – Indian Institute of Millets Research an Institute under Indian Council of Agricultural Research, Krishi Bhawan, New Delhi with its office located in Rajendranagar, Hyderabad - 500030 Procuring Services incorporated in the Tender document.
- b. “Tender” means Bids / Quotation / Tender received from a Firm / Bidder / Manufacturer.
- c. “Bidder” means Bidder / the Individual or Firm submitting Bids / Quotation / Tender.
- d. “Service Provider” means the individual or the firm providing Biochemical analysis and related Services as incorporated in the contract.
- e. “Biochemical analysis and related Services” include isolation of DNA/RNAs from seed/plant samples, QC, DNA/RNA/genome/transcriptome Biochemical analysis/genotyping/physical mapping/quantification of gene expression/peptide mapping/metabolome characterization on all listed chemistries/platforms, generation of raw data, bioinformatics including complete data analysis and deposition of both raw and fully analyzed data with the indenter.
- f. “Earnest Money Deposit” (EMD) means Bid Security / Monetary or Financial guarantee to be furnished by a bidder along with its tender.
- g. “Contract” means the written agreement entered into between the purchaser and/or consignee and the Service Provider, together with all the documents mentioned therein and including all attachments, annexure etc. therein.
- h. “Performance Security” means monetary or financial guarantee to be furnished by the successful bidder for due performance of the contract placed on it.

- i. "Consignee" means the user department of Institute to whom the Services are required to be delivered as specified in the contract. If the Services are required to be delivered to a person as an interim consignee for the purpose of dispatch to another person as provided in the Contract then that "another" person is the consignee, also known as Ultimate Consignee.
- j. "Specification" means the document/standard that prescribes the requirement with which Services or service has to conform.
- k. "Inspection" means activities such as measuring examining, testing, gauging one or more characteristics of the product or service and comparing the same with the specified requirement to determine conformity.
- l. "Day" means calendar day.

1.3. Abbreviations:

- a. "TE Document" means Tender Enquiry Document.
- b. "NIT" means Notice Inviting Tenders.
- c. "GIT" means General Instructions for Tenderer.
- d. "SIT" means Special Instructions for Tenderer.
- e. "GCC" means General Conditions of Contract.
- f. "FOB" means Free on Board.
- g. "F.O.R" means Free on Rail.
- h. "LC" means Letter of Credit.
- i. "AMC" means Annual Maintenance Contract.
- j. "PSU" means Public Sector Unit.
- k. "BG" means Bank Guarantee.
- l. "CIF" means Cost, Insurance and Freight.
- m. "CIP" means Carriage and Insurance.
- n. "ICAR" means Indian Council of Agricultural Research.
- o. "IIMR" means Indian Institute of Millets Research, Hyderabad – 500030.

- p. "CMC" means Comprehensive Maintenance Contract (Including all spares, labour and preventive maintenance).
- q. "RT" means Re-Tender.
- r. "CA" means Chartered Accountant.
- s. "JV" means Joint Ventures.
- t. "MOU" means Memorandum of Understanding.
- u. "CPP" means Central Procurement Portal.
- v. "GFR" means General Financial Rules.
- w. "CBI" means Central Bureau of Investigation.

2. Introduction:

- 2.1. The purchase has issued these tender enquiry documents for providing of biochemical analysis and related Services which also indicates interalia, the required delivery schedule, terms and place of delivery.
- 2.2. The Bidder should carefully read Requirements & Scope of work, General & Special conditions of contract and all other documents in connection with the Bid. The Bidder shall quote his rates, keeping all above points in mind.
- 2.3. Those Bidders whose near relatives are posted as official/ officer(s) in any capacity at ICAR-IIMR are not be permitted to Bid. The prospective bidder shall also intimate the names of persons who are working with him in any capacity or subsequently employed by him, who are near relative to any officer/ official (s) in the ICAR-IIMR. Any breach of this condition by the bidder shall render him ineligible. By the term 'near relative', is meant wife, husband, parents & grand parents, children & grandchildren, brothers & sisters, uncles, aunts & corresponding in laws.
- 2.4. The bidder shall disclose any payment made or proposed to be made to any intermediaries (agents etc.) in connection with the bid.
- 2.5. Failure to provide and/or comply with the required information, instructions etc. incorporated in these TE documents may result in rejection of its tender.

3. Eligibility Criteria:

- 3.1. The bidder shall be Indian registered firm or limited company or private limited company registered under the Indian Company Acts 1956 or under company act from the company origin

in respective area of providing of Biochemical analysis and related Services with minimum experience of 03 (Three) years. The bidder should have sufficient Infrastructure, technical expertise and financial strength to undertake the contract.

3.2. In case of authorized Agents quoting on behalf of their Principal, the bidder is required to a self-certified copy of the agency agreement between the Principal and the Agent. A Foreign bidder is required to disclose the name and address of agent and representative in India and Indian bidder to disclose their foreign Principal or Associates. Accordingly, all prospective bidders are hereby requested to comply with the aforesaid guidelines.

3.3. Minimum ANNUAL TURNOVER of Rs. 50 lakhs each in the last 3 (Three) financial years (2016-2017, 2017-2018, 2018-2019). Dully certified by the Chartered Accountant.

- a. Bidder/Tenderer must provide the information on the similar Services rendered/completed in last three years (5 minimum supply/works) in the name of the firm (The information may be provided in the proforma available with the tender document).
- b. Copy of Registration of Firm in GST and PAN Number Registration with income tax department.
- c. The intending Tenderer, in case of Authorized Distributor/ Authorized Dealer shall possess valid authorized Distributorship /Dealership license from Principal Manufacturers. The tenderer shall enclose the copy of the same in the bid while submitting the tender.
- d. The tenderer shall furnish a non-blacklisting certificate that the firm has not been Blacklisted in the past by any Government / Private Institution.
- e. The tenderer / supplier has to give an affidavit on non-judicial stamp paper of Rs.10/- that there is no vigilance / CBI case pending against the firm / supplier and the firm has not been black-listed in the past by any Government or Private Organization.

NOTE:

- The work executed in the own name of the bidder only will be considered for similar work of providing Biochemical analysis and related Services, to meet the eligibility criteria. JVs / Consortiums / MOUs shall not be considered.
- Tenderer should submit documents in support of minimum eligibility criteria along with the tender/bid. NO document in support of minimum eligibility criteria will be accepted / entertained after opening of tender.
- Tenders/bids not meeting any of the above "Eligibility Criteria" shall be rejected.

Eligibility Criteria Other conditions:

4. 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](http://eprocure.gov.in/eprocure/app)).

5. The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates.

More information useful for submitting online bids on the CPP Portal may be obtained at <http://eprocure.gov.in/eprocure/app> For Registration:

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". Enrolment on the CPP Portal is free of charge.

6. The items/Services shall be in compliance to the specifications mentioned in Annexure - I of the tender and shall be of the latest technology, best quality and of high standards.
7. Any optional Accessories/ Tooling, besides the standard items recommended for the better performance of the requested Services, if offered, must be provided with their full technical details including their use and advantage in a separate sheet with the tender documents. Warranty period should be specified for these.
8. No extra payment shall be paid on account of any discrepancy in nomenclature of items.
9. 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 Tenderer stipulates any condition of his own, such conditional tender is liable to be rejected.
10. Director, ICAR-IIMR, Hyderabad reserves the right to reject any tender/bid wholly or partly without assigning any reason.
11. The Technical Evaluation Committee constituted by the Director, ICAR-IIMR, Hyderabad shall have the right to verify the particulars furnished by the bidder independently.
12. Tenderer shall take into account all costs including installation, cartage, delivery at ICAR-IIMR for giving delivery of material at site i.e. ICAR-IIMR, Hyderabad -030 before quoting the rates.
13. No claim for any extra payment for any reason shall be entertained.
14. The supply should be delivered at ICAR-IIMR, Hyderabad -500030 free of transport charges and the Service Provider shall be responsible for loss or damage during the transit of Services.
15. The material shall be inspected by Stores, on receipt at site, ICAR-IIMR, Hyderabad -500030 and Service Provider shall be responsible for any damage during the transit of Services.

16. All the communication with respect to the tender shall be addressed to:

THE SENIOR ADMINISTRATIVE OFFICER,
ICAR – Indian Institute of Millets Research
Rajendranagar,
Hyderabad – 500030,
Telangana, India.

17. In the event of any dispute the legal matter shall be subjected to the jurisdiction of Hyderabad Court only.
18. At any time prior to the deadline for submission of Bids, ICAR-IIMR may for any reason, whether at his own initiative or in response to a clarification requested by a prospective Bidder, modify the bid documents by amendment.
19. The amendment shall be part of the bid document and will be notified on CPPP writing or by Fax or e-mail to all prospective Bidders. Bidders are required to acknowledge receipt of any such amendment to the bid documents.
20. The bid shall remain valid in all the respect up to 180 days from the date of opening of the Technical Bid, however the service ordered should be completed within 60 days of work order.

The bidder shall furnish following documents along with the technical bid (failing which it will be rejected):

- a) Scanned Copy of cost of Tender/EMD of requisite amount.
- b) Proof of satisfactory execution and completion of similar Service during last Three Years.
- c) Copies of original documents defining the legal status, place of registration, principal place of business, written power of attorney of the signatory of the bidder to submit the bid.
- d) Copies of Income Tax Return & Service Tax for the last Three years.
- e) Self attested copy of PAN card under Income Tax Act.
- f) Self attested coy of Good and Service Tax Registration Number.
- g) Self attested copy of valid registration certificate/license with the appropriate authority. The bid shall be rejected if the documents are found false or fake. If at a later stage, the documents submitted are found false or fake, the Contract shall be terminated and bid performance security will be forfeited. Also, the Contractor shall be fined as deemed appropriate by the employer for breach of trust.
- h) Self-attested copy of latest NABL accreditation certificate.
- i) Scanned copy of signed "Compliance sheet of technical specifications" as per Annexure-XII

21. Availability of Funds:

- 21.1. Expenditure to be incurred for the proposed purchase will be met from the funds available with the purchaser/consignee organization viz., ICAR-IIMR, Hyderabad. The Biochemical analysis and related Services work orders will be placed based on this annual rate contract (ARC) keeping in view of funds availability/Budget provision.

22. Amendments to Tender Enquiry documents:

- 22.1. At any time prior to the deadline for submission of tenders, the purchaser may, for any reason deemed fit by him, modify the Tender Enquiry documents by issuing suitable amendment(s) to Tender Enquiry documents. The amendments will be published on website <https://eprocure.gov.in>.

23. Language of the Bid:

All documents related to bid should preferably be in English language. The language for communications shall be English. Any printed literature furnished by the bidder may be written in another language provided that this literature is accompanied by an English Translation. In such case, for purpose of interpretation of the Bid, the English translation shall prevail.

24. Filling of Bid:

1. All the rates and amount shall be quoted in whole denomination of the Indian Rupee (INR).
2. No amount shall be paid to the Contractor for the item for which no rate or amount is quoted by the Bidder, but the contractor shall be bound to do that job/work free of cost (on zero amount).
3. The bidder shall be deemed to have satisfied himself before Bidding as to the correctness and sufficiency of his bid for the Service and of the rates & amount quoted in the schedules of Service, which rates & amounts, shall, except as otherwise provided, cover all his obligations under the contract and all matters and thing necessary for the proper completion of the services as aforesaid in accordance with good practices and recognized principles.
4. In case of any bid where unit rate of any item appears unrealistic, such bid shall be considered unbalanced and non-responsive. The employer may ask for providing satisfactory explanation for such unrealistic quoted rate. If bidder is unable to provide satisfactory reply with supporting analysis of rates, the bid shall be rejected.
5. Each bidder shall submit only one bid for these services. A bidder who submits more than one bid for this work will attract disqualification and rejection of all of his bids.
6. The bidder shall not be under a declaration of in-eligibility for corrupt & fraudulent practices in any Government Department or organization in India or abroad.

25. Firm Price:

- 25.1. The price quoted by the bidder shall remain firm and fixed during the currency of the contract 2019-2020 and not subject to variation on any account. The ARC can be extended for another period of One Year subject to mutual consent by the parties.
- 25.2. The bidder shall complete the schedule of Service as in BOQ.

26. Documents establishing good's Conformity to TE document (applicable for supply of Services)

26.1. The bidder shall provide in its tender the required as well as the relevant documents like technical data, literature, drawings etc. to establish that the Service being offered in the tender fully confirms to the Services and services specified by the purchaser in the TE documents. For this purpose, the bidder shall also provide a clause-by-clause commentary on the technical specifications and other technical details incorporated by the purchaser in the TE documents to establish technical responsiveness of the Services and services offered in its tender duly indicating relevant page numbers in the product literature.

27. Tender Validity:

27.1. If not mentioned otherwise in the Special Instructions for Tenderer (SIT), the tenders shall remain valid for acceptance within period of 180 days from the date of tender opening prescribed in the TE document. Any tender valid for a shorter period shall be treated as unresponsive and rejected.

28. Evaluation of Tender:

28.1. Any items left blank, will be treated as incomplete bid and liable to be rejected.

28.2. The Director will determine whether each bid is of acceptable quality, is generally complete and is substantially responsive to the tender document. For the purpose of this determination, a substantially responsive bid is one that conforms to all the terms, conditions & specifications of the tender document without any deviations, objections, conditionally or reservations.

28.3. Price Bid/Schedule of Rates shall be evaluated based on the lowest cost and bidder must quote for all the services requested for.

28.4. If a bid is not substantially responsive, it will be rejected and may not subsequently be made responsive by the bidder by correction of the non-conformity.

28.5. The bid that does not meet minimum acceptable standards of completeness, consistency and details will be rejected for non-responsive.

28.6. If the present performance of the bidder in a current contract for any major services is unsatisfactory as certified by the any authority of the relevant services, the offer of the bidder will be summarily rejected without assigning any reasons thereof.

28.7. The bidders shall quote the rates only for the items mentioned in the schedule of rates in excel format provided along with this tender.

28.8. Conditional offers are liable for rejection.

28.9. Any effort by abider to influence the ICAR-IIMR, Hyderabad in the process of examination, clarification, evaluation and comparison of tenders, and in decisions concerning award of contract, may result in rejection of the bidder's tender.

28.10. All responses to such requests for clarification shall be in writing. No change in the prices or substance of the bid shall be sought, offered or permitted.

28.11. Evaluation of bids shall be carried out by a Technical Evaluation committee as per evaluation criteria. The decision of the ICAR-IIMR, Hyderabad in deciding successful bidder shall be final and binding on the bidder.

29. Award of Contract:

29.1. The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

29.2. The bidder whose bid has been accepted will be notified for the award by the ICAR-IIMR, Hyderabad prior to expiration of the Bid validity period through the ARC.

29.3. The Bidder shall promptly check their e-mailbox registered with CPP Portal for receipt of any information/clarification/correspondence in respect of their bid. The ICAR-IIMR, Hyderabad shall not be responsible for non-receipt/failure of e-mail to the bidders.

29.4. If any of the information furnished by the bidder is found to be incorrect at any stage, the bid/contract is liable to be rejected / terminated and the EMD/Performance Security will be forfeited.

29.5. Director, ICAR-IIMR, Hyderabad reserves the right to cancel the tender without assigning any reason thereof.

29.6. Tenders from those tenderers who have not submitted their offer as per ICAR-IIMR, Hyderabad will not be considered.

29.7. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

29.8. The notification of award will constitute the formation of the contract subject to the furnishing of a contract Security, within 15 days of receipt, the successful bidder will furnish the contract Security, amounting to 1.00 Lakh rupees.

29.9. The Agreement will incorporate all correspondences between the employer and the successful bidder. It will be signed by the employer and successful bidder within 15 days following the notification of award along with the Letter of Acceptance.

29.10. The EMD of the successful Bidder shall be refunded without any interest within 30 days after the award of contract and submission of Security valid up to 03 (Three) months beyond the date of completion of ARC.

30. Confidentiality:

1. Information relating to Biochemical analysis and related Services, examination, evaluation, comparison, and post qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until Award of the Contract (AOC).
2. Any effort by a Bidder to influence the Purchaser in the examination, evaluation, comparison, and post qualification of the bids or contract award decisions may result in the rejection of its Bid, at the discretion of Director, ICAR-IIMR, Hyderabad.

31. Late Bid:

- 31.1. A tender which is received after the specified date and time for receipt of tenders will be treated as "late" tender and will be ignored.

32. Non-receipt of Performance Security and Contract by the Purchaser/Consignee:

- 32.1. Failure of the successful bidder in providing performance security and / or returning contract copy duly signed shall make the bidder liable for forfeiture of its EMD.

33. Return of Earnest Money Deposit:

- 33.1. The EMD will be returned to the unsuccessful bidders soon after the orders are placed with the successful bidder or after the award of ARC.

34. Publication of Tender Result:

- 34.1. The name of the successful bidder(s) receiving the contract(s) will be published on -----
-----.

TENDERER'S NAME & SIGNATURE WITH SEAL

**ICAR – Indian Institute of Millets Research
(Indian Council of Agricultural Research)
Rajendranagar, Hyderabad – 500030,
Telangana, India.**

COMMERCIAL AND GENERAL TERMS & CONDITIONS

Nature of Items:

For providing of Biochemical analysis and related Services with specifications as mentioned in Annexure – I.

1. Scope of Supply (applicable in case of supply of Services)

1. The tenders shall be submitted as per the requirement of Biochemical analysis and related Services enclosed in Annexure - I.
2. Submission of the tender implies that these conditions of tender have been read by the Tenderer and is aware of the scope of the supply and the quality of the material to be supplied. The final acceptance of the tender rests with the Director, ICAR-IIMR, Hyderabad who reserves the right to accept or reject any or all tenders without assigning any reason thereof.

2. Special condition for rate contract of Biochemical analysis and related Services

- I. The rates invited for Biochemical analysis and related Services will be valid for one year from its approval it and this can be extended for another year with mutual consent of both the parties.
- II. The rates invited shall be valid for Biochemical analysis and related Services required by ICAR-IIMR, Hyderabad.
- III. The purchaser reserves the right to conclude one or more than one rate contract for the same item of Biochemical analysis and related Services.
- IV. The purchaser as well as the supplier may withdraw the rate contract by serving suitable notice to each other. The prescribed notice period is generally 30 days. The loss arising out of it may be recovered from the Performance Guarantee provided by the Vender.
- V. The purchaser/ ICAR-IIMR, Hyderabad has the option to renegotiate the price with the rate contract holders.
- VI. In case of emergency, the purchaser may purchaser/ ICAR-IIMR, Hyderabad the same item through ad hoc contract with a new supplier.
- VII. Usually, the terms of delivery in rate contracts are free delivery at consignee's site.

- VIII. Online supply orders, incorporating definite quantity of Biochemical analysis and related Services to be provided along with all other required conditions following the rate contract terms, are to be issued for obtaining services through the rate contract.
- IX. The purchaser and the authorized users of the rate contract are entitled to place online supply orders up to the last day of the validity of the rate contract and, though supplies against such supply orders will be effected beyond the validity period of the rate contract, all such supplies will be guided by the terms & conditions of the rate contract.
- X. The rate contract will be guided by "Fall Clause".

Terms and Conditions for Biochemical analysis and related Services (As per Annexure XI enclosed)

1. Samples would be permitted as whole or in powder form
2. Company representative would collect samples on intimation by the indenter
3. Sample preparation and analysis to be performed as per AOAC methods or standardized methods
4. Method validation data (with standard reference material) to be submitted to indenter on request
5. Results are to be forwarded after final calculations along with raw data in hard and soft copy clearly indicating the name of method used for analysis.

3. Bid Submission and Opening:

- a) The bid should be submitted online at website <http://eprocure.gov.in/eprocure/app> only, by the due date as in ICAR-IIMR, Hyderabad of the bid. The server date and time as appearing on the website <http://eprocure.gov.in/eprocure/app> shall only be considered for the cut-off date and time for submission of bids. Offers sent through post, fax, e-mail and courier or by any other mode will not be considered. In case of date of opening is declared, as holiday tender will be opened on next working day at same time.
- b) Only those bidders shall be considered qualified by the ICAR-IIMR, Hyderabad, who submit requisite EMD, tender fee, documents, accept all the terms and conditions of the tender document unconditionally and meet the qualifying requirement stipulated in the tender document. The decision of the ICAR-IIMR, Hyderabad shall be final and binding in this regard.
- c) The bidder shall bear all cost associated with the preparation and submission of its bid and the ICAR-IIMR, Hyderabad will in no case be responsible or liable for these cost, regardless of the conduct or outcome of the tendering process.

4. Submission of Bids:

- a) Only bids received on E-tendering portal will be considered for opening. Bids in any physical form sent through fax/email/courier/post/delivered personally will not be considered.

- b) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- c) While submitting the bids online, the bidder shall read the terms & conditions (of CPP Portal) and accept the same in order to proceed further to submit their bid.
- d) Bidder shall select the payment option as offline to pay the Tender Fee/EMD and enter details of the Demand Draft/Bank Guarantee.
- e) Bidders shall submit their bid through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid closing date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.
- f) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

5. Submission of Offer:

The tender shall be submitted online in two-cover system duly scanned and digitally signed by the authorized representative of the bidder as follows:

A) Techno-Commercial Bid:

Online bid should be submitted containing copy of the following documents as documentary proof, for fulfilling qualifying criteria, failing which the offer shall be summarily rejected.

- a) Scanned copy of Earnest Money amount must be furnished as mentioned in the General and Commercial Terms and Conditions of the contract.
- b) Bidder/Agent who quotes for Services manufactured by other manufacturer shall furnish valid Manufacturer's Authorization Form.
- c) Performance Statement with relevant copies of orders and end users satisfaction certificate.
- d) Please refer to Checklist as per Annexure – V for list of documents.

B) Price Bid:

The price must be quoted only in the price bid format attached as BOQ. Please quote the prices F.O.R. and up to ICAR-IIMR, Hyderabad -500030.

C) Bid Price:

The Bidder shall indicate on the Price Schedule the unit price and total bid prices of the Services it proposes to supply under the Contract. Bidders shall quote for the complete requirement of Services and services specified under each schedule on a single responsibility basis, failing which such bids (for the schedule in question) will not be account for evaluation and will not be considered for award.

In addition to online submission of financial bid, bidders should necessarily submit the signed hard copy of their financial bids item wise physically (by post/courier/in person) in the format provided (Annexure-XIII) in a separate sealed envelope along with other envelope containing necessary other documents like EMD etc., to the office of The Senior Administrative Officer, ICAR-IIMR, Rajendranagar, Hyderabad-500030 before due date and time for bids opening. The envelope should be super-scribed "DETAILED ITEM-WISE PRICE QUOTE- NOT TO BE OPENED BEFORE ONLINE FINANCIAL BID OPENEING"

Prices indicated on the price schedule shall be entered separately in the following manner.

(I) For Services offered from within India:

- (a) The process of the Services quoted ex-factory, ex-showroom, ex-warehouse or off-the-shelf, as applicable, including customs, excise and any other duties and sales and other taxes already paid or payable on the components and raw material used in the manufacture or assembly of the Services quoted ex-factory or on the previously imported Services of foreign origin quoted ex- showroom, ex-warehouse of off-the-shelf.
- (b) any sales or other taxes/duties including excise duty, which will be payable on the Services in India, if the contract is awarded.
- (c) charges for inland transportation, insurance and other local costs incidental to delivery of Services to their final destination. The final destination is specified in the Schedule of Requirements.

And

- (d) The price of incidental services as and if listed in Scheduled of Requirements.
- (e) Any element of cost, taxes, duties, levies etc. not specifically indicated in the bid, shall not be paid by the purchaser.

(II) For Services offered from aboard:

- a) The price of Services shall be quoted CIF port of entry in India or CIP named place of destination in India as and if specified in the Schedule of Requirements. In quoting the prices, the bidder shall use ocean transportation through Indian flag vessels of Indian origin or through vessels of Shipping Conference Lines in which India is a member country.

Similarly, the bidder may obtain insurance services from any nationalized insurance company in India.

- b) The price of Services shall be quoted FOB port of shipment, as and if specified in the Schedule of Requirements.
- c) Charges for inland transportation, insurance and other local costs incidental to delivery of the Services from the port of entry in India to their final destination, which is specified in the Schedule of Requirements.

And

- d) the price of incidental services as and if listed in the Schedule of Requirements.
- e) Any element of cost, taxes, duties, levies etc. not specifically indicated in the bid, shall not be paid by the purchaser.
- f) The terms FOB, CIF, CIP etc. shall be governed by the rules & regulations prescribed in the current edition of INCOTRERMS, published by the International Chamber of Commerce, Paris.
- g) The bidder's separation of the price components in accordance with ITB clause above will be Solely for the purpose of facilitating the comparison of bids by the purchaser and will not in any way limit the purchaser's right to contract on any of the terms offered.
- h) Prices quoted by the bidder shall remain firm and fixed during the currency of the contract and not subject to variation on any account, unless otherwise specified in the Schedule of Requirements. If the requirements is for a fixed prices bid, a bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

D) Bid currencies:

For domestic Services prices shall be quoted in Indian Rupees (INR) only. Commission for Indian Agent, if payable shall also be quoted in Indian Rupees only in a manner as specified in ITB Clause No. 12.2. For imported Services prices shall be quoted either in Indian Rupees or in the currency of the country of origin of Services. Bids, where prices are quoted in any other way shall be treated as non-responsive and rejected.

E) Indian Agent:

1. If a foreign bidder has engaged an agent in India in connection with its bid, it will be required to give the following information in the Bid.
 - a) The name and address of the Indian agent with their permanent income tax number.
 - b) The details of the services the agent will render.

- c) The amount of remuneration for the agent, included in the FOB component of the bid price.
2. The agency commission shall be indicated in the space provided for the price schedule and will be paid to the bidder's agent in Indian rupees using the telegraphic transfer buying rate of exchange ruling on the date of award of contract and shall not be subject to any further exchange variation.

6. Validity of Tender:

- a) The tender shall be valid for a period of 180 days from the date of opening of the tender.
- b) No representation for the enhancement of the prices of the accepted tender or alteration of the terms and conditions will be entertained till ARC of Biochemical analysis and related Services completed.

7. Offers ready stock/ Subject to prior sale:

- a) The work of services is required to be completed within 30 days in the case of Sanger Biochemical analysis and 90 days for NGS and other related services from the date of award of contract. Tenderer shall note that in case tenderer fails to provide the within the period of delivery indicated in the said tender, penalty at the rate of 2% of value of the order, per week of delay subject to maximum of 10% of the order value will be levied.
- b) The successful Tenderer shall, within 7 days from the date of receipt of communication of acceptance of quotes from ICAR-IIMR, Hyderabad shall intimate his acceptance of the order. The successful Tenderer shall complete the work of provide services strictly as per the accepted delivery period.

8. Guarantee of Quality and Warranty of Services supplied:

- a) The Biochemical analysis and related Services supplied shall confirm to the specifications as given in Annexure – I of the tender documents.

9. Packing:

The cost of hard disk with final data and its transport will be borne by the vendor.

10. Price:

- a) The price shall be firm and shall exclude GST but include duties, levies etc. with the delivery of services, up to destination i.e. ICAR-IIMR, Hyderabad – 500030, Telangana, India.
- b) The tenderer shall submit the copy of PAN Number, TIN Number registration details, Bank details along with the tender.
- c) All duties, Taxes and other levies excluding GST payable by the bidder under the Contract shall be included in the Total Price.

11. Delivery:

- a) The delivery of Biochemical analysis and related Services shall be made at ICAR-IIMR, Hyderabad – 500030, Telangana, India.
- b) The successful tenderer shall complete supplies strictly within the accepted delivery period.
- c) The Biochemical analysis and related Services provided shall have to be delivered at ICAR-IIMR, Hyderabad - 500030 to the satisfaction of Indenter/Store Officers at ICAR-IIMR, Hyderabad.

12. Payment:

- a) After successful delivery of the material/service rendered the payment will be made by ICAR-IIMR, Hyderabad by NEFT Transfer to the bank accounts provided the tender in normal course.
- b) The tenderer shall submit the documents which shall clearly indicate that the proper Supply/services rendered and Installation of instrument/ equipment has been done and the said document shall be duly acknowledged by the store officers of ICAR-IIMR, Hyderabad.
- c) 100% payment shall be made only after providing of services in good condition along with successful delivery of items and satisfactory service rendered report received by competent authority. No advance payment will be made.

13. Earnest Money Deposit:

- a) The units registered with Central Purchase Organization (DGS&D), National Small Industries Corporation (NSIC) or the concerned Ministry or Department shall be exempted from the payment of Earnest Money as defined under Rule 170 of GFR 2017. In such case, copy of the certificate showing registration with the above mentioned institutions to be provided with the bid.
- b) In case the unit is not covered as above, it shall submit the offer along with the Earnest Money Deposit (EMD) as stated on Notice inviting Tender.
- c) The Earnest Money Deposit by way of Demand Draft drawn in favour of “ **ICAR Unit IIMR Hyderabad** “ **payable at Hyderabad** to be sent to this office on or before the data specified in notice for tender.
- d) The scanned copy of Earnest Money Deposit by way of Demand Draft should be included in Envelope I of the E-tender documents. The offers without EMD will be rejected.
- e) The EMD will be returned to the unsuccessful bidders soon after the orders are placed with the successful bidder.
- f) The EMD will be forfeited in following cases:

- I. If the bidder fails to accept the order based on his/her offer (bid) and within the prescribed time.
- II. If the bidder fails to render the Biochemical analysis and related Services with specifications in compliance to in Annexure – I.
- III. If the bidder delays rendering of Biochemical analysis and related Services beyond a reasonable time resulting in disruption of work of Biochemical analysis and related Services in ICAR-IIMR, Hyderabad.

14. Performance Guarantee:

The successful bidder shall be required to submit a Performance Guarantee amounting to Rupees 1.0 lakh(10%) in the form of Demand Draft which will remain valid for 3 (Three) months beyond the date of the completion of ARC.

15. Service Facility:

Contact details with addresses of authorized service provider at Hyderabad or in India shall be provided along with the bid, in order to ensure proper and timely service.

16. Taxes:

Service Providers shall be entirely responsible for all taxes, duties, license fees, octroi, road permits, etc., incurred until delivery of the contracted Services to the Purchaser.

17. Corrupt or Fraudulent Practices:

It is required by all concerned namely the Consignee / Bidders / Service Providers etc to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Purchaser:-

(a) Defines, for the purposes of this provision, the terms set forth below as follows:

- i. “Corrupt Practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
- ii. “Fraudulent Practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Purchaser, and includes collusive practice among Bidders (prior to or after Tender submission) designed to establish Tender prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition;

(b) ICAR-IIMR, Hyderabad will reject a proposal for award, if it determines that, the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

- (c) ICAR-IIMR, Hyderabad will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract by the purchaser if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing the contract.

18. Termination for Default:

The purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Service Provider, terminate the Contract in whole or part:

- a) If the Service Provider fails to deliver any or all of the Services within the period(s) specified in the order, or
- b) within any extension thereof granted by the Purchaser; or
- c) If the Service Provider fails to perform any other obligation(s) under the Contract.
- d) If the Service Provider, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner, as it deems appropriate, Services or Services similar to those undelivered, and the Service Provider shall be liable to the Purchaser for any excess costs for such Services or Services. However, the Service Provider shall continue the performance of the contract to the extent not terminated.

19. Claims:

- a) i. The vendor is requested to keep the data backup in their systems till the rate contract is in force/end of the period of contract.

ii. The vendor will have to get a quarterly satisfactory report from at least 5 users who have used the services during that period for continuation of the rate contract.
- b) If the services provided are found to be off size, shape different than those in the accepted offer and are of specifications lower than those stipulated in the accepted offer, ICAR-IIMR, Hyderabad shall have the right to totally reject the Services and/or to prefer a claim for compensation for the part of services, which are rejected.
- c) The service provider shall for be responsible for arranging rejected services to be removed at his/her cost from ICAR-IIMR, Hyderabad -500030 premises.
- d) The service provider shall also compensate for losses, if any, sustained by ICAR-IIMR, Hyderabad due to defective packing and/or wrong marking of the Services.

TENDERER'S NAME & SIGNATURE WITH SEAL

AGREED TERMS AND CONDITIONS**(TO BE FILLED BY INDIAN BIDDERS QUOTING ONLY IN INDIAN RUPEES)****Important Notes**

- A. This questionnaire (ATC) duly filled-in the same word file must be uploaded along with the offer, failing which your offer will be liable for rejection. This document received in any other form will not be accepted and can lead to rejection of offer.
- B. Each point must be confirmed / replied suitably.
- C. Bidders to note that the confirmation/acceptance/comments mentioned/agreed by them in this ATC are final and will supersede any contrary term indicated elsewhere in their quotation / tender documents.

ICAR-IIMR's Tender No.:-2-230/19-20/ST

Sl. No.	Description/Tender Requirement	Vendor's Reply
	Vendor Compliance to Technical Conditions	
1	Confirm that the offer has been submitted strictly as per the tender requirements.	
2	Confirm that all pages of "Technical Specifications" have been submitted with the technical bid as a token of acceptance.	
3	Confirm that all the documents related to "Technical Criteria for acceptance of offer" have been submitted with the technical bid.	
4	Confirm that there is no technical deviation and specification of offered product is same as per tender specification.	
	Vendor Compliance to Commercial Conditions	
1	Confirm that you are Original Principals Service Provider OR Authorized dealer of Biochemical analysis Services as per Annexure -I submit authorization letter along with your bid.	
2	Confirm that the Prices shall be FIRM and FIXED till complete execution of ARC order and shall not be	

	subject to variation on any account.	
3	Confirm unconditionally that your quotation is valid for acceptance up to 6 months from the closing date of this enquiry.	
4	Please note that Packaging & Forwarding charges or any other charges Except GST should be included in Price Bid. The total price of all items put together will be considered for price evaluation.	
5	GST- It may please be noted that ICAR – Indian Institute of Millets Research, Hyderabad is registered with the DSIR for the purpose of availing the GST Notification The Exemption Certificate along with the copy of Certificate of Registration (if required) can be obtained on demand and would be provided to the successful bidder as and when asked for.	
6	Please confirm that your firm have not been banned or delisted by any Government or Quasi Government agencies or PSUs. This does not necessarily be the cause for disqualification. However if this declaration is not furnished the bid may be rejected as non-responsive.	
7	If your response to point no. 8 above is “Banned/Delisted”, please provide details of such banning / delisting such as (i) Banned / Delisted by (Name of Office) and (ii) Validity of such delisting / banning.	
8	Confirm unconditional acceptance that any bidder making a false claim would have its contract terminated forthwith, if detected later.	

TENDERER'S NAME & SIGNATURE WITH SEAL

On the Letterhead of the Vendor/Contractor/Service Provider Details

Date:

To,
 The Senior Administrative Officer,
 ICAR - Indian Institute of Millets Research
 Rajendranagar,
 Hyderabad – 500030,
 Telangana, India

Dear Sir,

We hereby give our consent to accept the related payments of our claims/bills on ICAR-IIMR, Hyderabad through Cheques or Internet based online E-Payments/PFMS system at the sole discretion of ICAR-IIMR. Our Bank account and other details for the said purpose are as under:

A. Vender Details.	
1. Name (As per the Bank Records)	
2.Address:	
3. PAN No.:	
4. TIN No.:	
5. GST No.:	
6. LST No. :	
7. CIN No.:	
8. E-Mail ID:	
9. Mobile Number/Landline Number:	
B. Particulars of Banks Account:	
1. State the firm is: (a) Proprietary firm (2) Partnership (3) Company under the company act.	

2. Bank Name:	
3. Branch Name/Branch Code:	
4. Branch Address	
5. 9 Digit MICR No. of Bank and Branch (As per appearing on the cheque)	
6.Account Type (Savings/Cash credit/Current)	
7. Account Number (As appearing on the cheque book)	
8. IFSC Code of the Branch (For RTGS)	
9. IFSC Code of the Branch (For NEFT)	

Please attach a blank copy of a cancelled cheque/photocopy of a cancelled cheque issued by your Bank relating to the above account number for verifying the accuracy of the 9 digit MICR code number.

I/We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the user Institution responsible.

Date :

Signature/Seal of Firm
Phone No:

Certified that the particulars furnished above are correct as per our records.

Date :

Company's Authorized Signatory
Phone No:

Encl: Photocopy of cheque duly cancelled and copy of Indian PAN Card.

(Undertaking from Tenderers)

To,
The Senior Administrative Officer,
ICAR - Indian Institute of Millets Research
Rajendranagar,
Hyderabad – 500030,
Telangana, India.

Sir,
Nature of Services: Biochemical analysis and related Services as mentioned at Annexure-I at ICAR-IIMR, Hyderabad - 500030

Having examined and perused the following documents:

1. Notice Inviting Tender.
2. General Instruction to the Tenderers.
3. Commercial and General Terms & Conditions.
4. Technical Specifications of the Biochemical analysis and related services (Annexure – I) for which tender is issued.
5. Price Bid.

I/Wedo hereby submit tender in prescribed formats for rendering of Biochemical analysis and related services to ICAR-IIMR, Hyderabad - 500030, completed in all respects in accordance with the conditions applicable.

I. ADDITIONAL PURCHASE/WORK ORDER: We understand that the ICAR-IIMR, Hyderabad, in case of the requirements may also place repeat Biochemical analysis and related services work order on the company. In such cases, we shall accept and execute all the Biochemical analysis and related Services work order placed on us by ICAR-IIMR, Hyderabad.

II. BID PRICING: We further declare that the prices stated in our proposal are in accordance with your Terms & Conditions in the bidding document. We further understand that the quantities as specified in this Tender may increase or decrease at the time of Award of Purchase Order as per the requirements of ICAR-IIMR, Hyderabad.

III. QUALIFYING DATA: We confirm that we satisfy the qualifying criteria and have attached the requisite documents as documentary proofs. In case you require any further information/documentary proof in this regard during evaluation of our bid, we agree to furnish the same in time to your satisfaction.

IV. CONTRACT PERFORMANCE SECURITY: We hereby declare that in case the contract is awarded to us, we shall submit the performance Guarantee Bond in the form of DD Bank Guarantee for the amount of 5 lakh.

V. PAYMENT TERMS: We hereby declare that in case the contract is awarded to us, we agree with payment terms specified in the tender documents.

VI. CERTIFICATE AND DECLARATION:

a) I/We certify that no addition/modification/alteration has been made in the Original Tender Document. If at any stage addition /modification /alteration is noticed in the Original Document, I/We will abide by the terms and conditions contained in the original tender document, failing which ICAR-IIMR, Hyderabad reserves the right to reject the tender and/or cancel the contract.

b) It has been certified that all information provided in tender form is true and correct to the best of my knowledge and belief. We hereby declare that our proposal is made in good faith, without collusion or fraud. No forged /tampered document(s) are produced with tender form for gaining unlawful advantage. We understand that ICAR-IIMR, Hyderabad is authorized to make enquiry to establish the facts claimed and obtained confidential reports from clients.

c) In case it is established that any information provided by us is false / misleading or in the circumstances where it is found that we have made any wrong claims. Further ICAR-IIMR, Hyderabad is also authorized to blacklist our firm/company/agency and debar us in participating in any tender/bid in future.

d) I / We assure the Institute that neither I/We, nor any of my /our workers, will do any act which is improper / illegal during the execution in case the tender is awarded to us.

e) I / We assure the Institute that I / We will NOT be outsourcing any work specified in the tender document, to any other firm.

f) Neither I/We, nor anybody on my /our behalf will indulge in any corrupt activities /practices in my /our dealing with the Institute.

g) Our Firm / Company / Agency has not been blacklisted or banned by any Govt. Department, PSU, University, Autonomous Institute or any other Govt. Organization.

h) I/We certify that, I have understood all the terms & conditions as indicated in enquiry of the tender document, and hereby accept all the same completely.

i) I/We, further certify that I/We, possess all the statutory /non-statutory registrations, permissions, approvals, etc., from the Competent Authority for providing the requisite services.

j) We understand that you are not bound to accept the lowest or any bid you may receive.

k) I/We hereby declare that this tender on acceptance communicated by you shall constitute a valid and binding contract between us and I/We agree to abide by and fulfil all the terms and conditions in the tender documents.

l) I/We distinctly agree that I/We would hereafter make no claim or demand upon the ICAR-IIMR, Hyderabad based upon or arising out of any alleged misunderstanding or misconceptions or mistake on my/our part of the said stipulations, restrictions and conditions.

m) Any notice required to be served on me/us shall be sufficiently served on me/us by post (registered or ordinary) or courier or left at my/our address furnished herein. I/We fully understand the terms and conditions in the tender documents.

Dated this.....day of.....2019

TENDERER'S NAME & SIGNATURE WITH SEAL

**ICAR – Indian Institute of Millets Research
(Indian Council of Agricultural Research)
Rajendranagar, Hyderabad – 500030,
Telangana, India**

CHECKLIST

Name of Bidder :

Name of Manufacturer :

S.No.	Activity	Yes/No/ NA	Documents to be uploaded	Page Nos. in the uploaded Tender Docs
1	Have you enclosed Demand Draft Bank towards (drawn in favour of ICAR Unit, IIMR, Hyderabad payable at Hyderabad requisite EMD towards instrument as per quoted item?		Scanned copy to be uploaded	
2	Have you enclosed duly filled Tender form as per the Annexure?			
3	Have you enclosed clause-by-clause technical compliance statement for the quoted Services vis-à-vis the Technical Specifications?		To be uploaded	
4	In case of Technical deviations in the compliance statement, have you identified and marked the deviations?		To be uploaded	
5	Have you submitted satisfactory performance certificate as mentioned in General and Commercial Terms and Conditions?		To be uploaded	
6	Have you submitted copy of the order(s) and end user certificate?		To be uploaded	
7	Have you enclosed catalogue, leaflet, and brochure with full details of quoted items?		To be uploaded	

8	Is your bid valid for 6 Months from the date of opening of Technical Bid?			
9	In case of Indian Bidder, have you furnished Income Tax Account No. as allotted by the Income Tax Department of Government of India?		To be uploaded	
10	Have you submitted Original Principal Service Provider letter/authorization of Original Service Provider		To be uploaded	
11	Have you mentioned the name and full address of your Banker (s) along with your Account Number, IFSC Code of the Bank/Branch?		To be uploaded	
12	Have you fully accepted delivery period as per Tender document?			
13	Have you submitted the certificate of incorporation?		To be uploaded	
14	Have you accepted terms and conditions of Tender document?			
15	Have you furnished documents establishing your eligibility & qualification criteria as per Tender document?		To be uploaded	
16	Have you furnished Annual Turnover certificate form Chartered Accountant Report for last three years (2016-2017, 2017-2018, 2018-2019) prior to the date of Tender opening?		To be uploaded	
17	Have you submitted an affidavit that the firm has not been black listed in the past by any Organization?		To be uploaded	
18	Have you submitted an affidavit that the firm is not supplying the same item at the lower rate quoted in the tender to any Govt. Organization or any other Institute (Fall Clause).		To be uploaded	

Note:

1. All pages of the Tender should be page numbered and indexed.
2. The Bidder may go through the checklist and ensure that all the documents/confirmations listed above are enclosed in the tender and no column is left blank. If any column is not applicable, it may be filled up as NA.
3. It is the responsibility of the tenderer to go through the Tender document to ensure furnishing of all information/required documents in addition to above, if any.

Failing which your offer will be liable for rejection.

(Signature with Date)

(Full name, designation & address of the person duly authorized sign on behalf of the Bidder)

For and on behalf of

(Name, address and Stamp of the tendering firm)

**AFFIDAVIT REGARDING BLACKLISTING/ NON-BLACKLISTING FROM TAKING PART IN
GOVT.TENDER**

BY DOT/GOVT. DEPT

(To be executed on Rs.10/- Stamp paper & attested by Public Notary/Executive Magistrate by the bidder)

I / We Proprietor/ Partner(s)/ Project Director(s) of M/S. _____ hereby declare that the firm/company namely M/S. _____ has not been blacklisted or debarred in the past by ICAR-IIMR, Hyderabad or any other Government organization from taking part in Government tenders.

Or

I / We Proprietor/ Partner(s)/ Director(s) of M/S. _____ hereby declare that the firm/company namely M/S. _____ was blacklisted or debarred by ICAR-IIMR, Hyderabad, or any other Government Department from taking part in Government tenders for a period of _____ years w.e.f. _____.

The period is over on _____ and now the firm/company is entitled to take part in Government tenders. In case the above information found false I/We are fully aware that the tender/ contract will be rejected/cancelled by ICAR-IIMR, Hyderabad, and EMD/SD shall be forfeited. In addition to the above, ICAR-IIMR, Hyderabad, will not be responsible to pay the bills for any completed/ partially completed work.

Signature _____

Name _____

Capacity in which assigned: _____

Name & address of the firm: _____

Date:

Signature of Bidder with Seal.

Benefits to Micro and Small Enterprises (MSEs)

With reference to the Order of the Ministry of MSME, under the Public Procurement Policy March 2012, Micro and Small Enterprises shall be entitled for benefits, subject to terms and conditions, as under:

1) Qualifying Criteria for MSEs, SC/ST Vendors:

a. MSE bidders must submit registration certificates from any of the following (or any other body specified by the Ministry of MSME):

- National Small Industries Corporation (NSIC)
- District Industries Centres (DIC)
- Coir Board
- Khadi and Village Industries Commission (KVIC)
- Khadi and Village Industries Board (KVIB)
- Project Directorate of Handicrafts and Handloom

b. SC/ST owned enterprises (i.e. SC/ST proprietorship, or holding minimum 51% shares in case of Partnership/Private Limited Company) shall additionally submit relevant SC/ST certificates issued by any of the following:

- District/Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/ Extra Assistant Commissioner.
- Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
- Revenue Officer not below the rank of Tahsildar.
- Sub-Divisional Officer of the area where the individual and/or his family normally resides.

c. The registration shall be valid as on date of placement of order. A self-attested photocopy of the relevant certificate shall be submitted as a support document.

d. The registration must be for the items/category of items/services relevant to the tendered items/category of items/services.

2) Purchase Preference for MSE:

In tenders, where the L-1 (evaluated price) bidder is a non-MSE, up to 20% of the tendered quantity shall be allowed to be supplied by participating MSEs provided that the tendered quantity is divisible into two or more orders and adequate for the purpose; all qualifying bidders have agreed for acceptance of part-order quantity and participating MSE matches the L1 rate.

A share of 4% out of this 20% shall be allowed to be supplied by participating MSEs owned by Scheduled Cast/Scheduled Tribe Entrepreneurs. In the case of an SC/ST owned MSE failing to

participate in the tender or not meeting the tender requirements, this 4% subtarget shall be met by other participating MSEs. The above shall be subject to that the participating MSE (including SC/ST) bidders shall have quoted a price within +15% of the L1 bid price and further that they shall agree to match their quoted price with the L1 price.

In case that two or more MSEs are within the L1 + 15% band, all such MSEs will be offered the opportunity to match the L1 rate and 20% of the order will be shared equally by them.

Where the MSE is SC/ST owned, they shall be exclusively awarded a share of 4% of the above 20% in addition to equally sharing the balance 16% with other non-SC/ST MSEs. In case of more than one SC/ST MSE matching the L1 price, they shall equally share 4% of the order, and additionally share the balance 16% with other non-SC/ST MSE bidders.

3) Exemption from Earnest Money Deposit (EMD) / Tender cost and Security Deposit (SD) for MSE:

- a. Tenders shall be provided free of cost and tender documents are downloadable from the websites of ICAR-IIMR, Hyderabad (<http://www.millets.res.in>) and the Central Public Procurement Portal (CPPP) (<http://www.eprocure.gov.in/epublish/app>).
- b. MSE units qualifying as at (point no. 1) above shall be exempt from paying EMD.
- c. Additionally, MSEs registered with NSIC shall be exempt from paying Security Deposit up to the monetary limit mentioned in the certificate.

Bid Submission**Online Bid Submission:**

The Online bids (complete in all respect) must be uploaded online as explained below:-

The online bid (complete in all respect) must be uploaded online as explained below.

COVER - I				
(Following documents to be provided as single PDF file)				
S.No.	Documents	Content	File Types	
1	Technical Bid	Compliance Sheet with Technical supporting documents as per specifications mentioned in (Annexure – I)	.PDF	
2		Agreed Terms and Conditions as per (Annexure – II)	.PDF	
3		Vendor Details as per (Annexure – III)	.PDF	
4		Undertaking from Tenderer as per (Annexure – IV)	.PDF	
5		Checklist (Annexure – V)	.PDF	
6		Affidavit Regarding Blacklisting (Annexure – VI)	.PDF	
7		Benefits to MSE's (Annexure – VII)	.PDF	
8		Online Bid Submission Details (Annexure – VIII)	.PDF	
COVER – II				
S.No.	Types	Content		
1	Financial Bid	Price bid (BOQ) may be submitted as an BOQ for item quoted as per ANNEXURE – I	EXCEL FORMAT	

- Failing which Your offer will be liable for rejection

TENDERER'S NAME & SIGNATURE WITH SEAL

ANNEXURE – IX**Essential Technical condition to be fulfilled by the bidder for opening of financial bid**

S. No.	Particulars	
1	PAN No.	
2	Services and Service Tax no.	
3	a) Certified copies of GST Registration No. with date of validity b) Central Sales Tax Registration No. c) Latest copy of Sales Tax Return	
4	EMD of Rs.30,000 deposited particulars	

PERFORMANCE STATEMENT FROM

Details of similar Biochemical analysis and related services successfully executed during past 3 years in India

Name of the Firm _____

Order Placed by (full address of Purchaser)	Order No. and date	Description of Biochemical analysis and related services	Value of order	Date of completion of deliver as per contract	Date of actual completion of delivery	Remarks indicating reasons for late delivery, if any	Name of Contact person along with Telephone No. FAX No. and e-mail address

Signature and Seal of the manufacture/bidder

Place :

Date :

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrollment” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / 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.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured

(unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

Biochemical analysis and related services

S.No.	Name of Service
A	Proximate composition
1	Total nitrogen (crude protein), one sample
2	Crude fat, one sample
3	Total ash, one sample
4	Total carbohydrates, one sample
5	Moisture, one sample
6	Proximate composition, one sample
B	Starch
1	Amylose, one sample
2	Amylopectin, one sample
3	Total starch, one sample
C	Dietary fiber
1	Total dietary fiber, one sample
2	Soluble dietary fiber and insoluble dietary fiber, one sample
D	Protein digestibility (in vitro), one sample
E	Phytic acid, one sample
F	Microwave digestion and AAS/element, one sample
G	Microwave digestion and ICP-OES, one sample
H	Amino acid profile, one sample
I	Protein/peptide Biochemical analysis, one sample
J	Pesticide residues, one sample
K	Vitamins
1	Water soluble vitamins, one sample
2	Fat soluble vitamins, one sample
L	Polyphenols, one sample
M	Tannins, one sample
N	Aflatoxins by HPLC, one sample
O	Flavanoids, one sample
P	Fatty acid profile by GC-FID, one sample
Q	GC-MS/MS screening, one sample
R	LC-MS/MS screening, one sample
S	Antioxidant activity, one sample

COMPLIANCE SHEET OF TECHNICAL SPECIFICATIONS**Biochemical analysis and related services**

S.No.	Name of Service	Yes/No
A	Proximate composition	
1	Total nitrogen (crude protein), one sample	
2	Crude fat, one sample	
3	Total ash, one sample	
4	Total carbohydrates, one sample	
5	Moisture, one sample	
6	Proximate composition, one sample	
B	Starch	
1	Amylose, one sample	
2	Amylopectin, one sample	
3	Total starch, one sample	
C	Dietary fiber	
1	Total dietary fiber, one sample	
2	Soluble dietary fiber and insoluble dietary fiber, one sample	
D	Protein digestibility (in vitro), one sample	
E	Phytic acid, one sample	
F	Microwave digestion and AAS/element, one sample	
G	Microwave digestion and ICP-OES, one sample	
H	Amino acid profile, one sample	
I	Protein/peptide Biochemical analysis, one sample	
J	Pesticide residues, one sample	
K	Vitamins	
1	Water soluble vitamins, one sample	
2	Fat soluble vitamins, one sample	
L	Polyphenols, one sample	
M	Tannins, one sample	
N	Aflatoxins by HPLC, one sample	
O	Flavanoids, one sample	
P	Fatty acid profile by GC-FID, one sample	
Q	GC-MS/MS screening, one sample	
R	LC-MS/MS screening, one sample	
S	Antioxidant activity, one sample	

DETAILED ITEM-WISE PRICE QUOTE**Biochemical analysis and related services**

S.No.	Name of Service	Price (Rs)
A	Proximate composition	
1	Total nitrogen (crude protein), one sample	
2	Crude fat, one sample	
3	Total ash, one sample	
4	Total carbohydrates, one sample	
5	Moisture, one sample	
6	Proximate composition, one sample	
B	Starch	
1	Amylose, one sample	
2	Amylopectin, one sample	
3	Total starch, one sample	
C	Dietary fiber	
1	Total dietary fiber, one sample	
2	Soluble dietary fiber and insoluble dietary fiber, one sample	
D	Protein digestibility (in vitro), one sample	
E	Phytic acid, one sample	
F	Microwave digestion and AAS/element, one sample	
G	Microwave digestion and ICP-OES, one sample	
H	Amino acid profile, one sample	
I	Protein/peptide Biochemical analysis, one sample	
J	Pesticide residues, one sample	
K	Vitamins	
1	Water soluble vitamins, one sample	
2	Fat soluble vitamins, one sample	
L	Polyphenols, one sample	
M	Tannins, one sample	
N	Aflatoxins by HPLC, one sample	
O	Flavanoids, one sample	
P	Fatty acid profile by GC-FID, one sample	
Q	GC-MS/MS screening, one sample	
R	LC-MS/MS screening, one sample	
S	Antioxidant activity, one sample	