



भाकृ.अनुप.-राष्ट्रीय आर्किड्स अनुसंधान केंद्र  
ICAR-National Research Centre for Orchids  
पाक्योंग-737106,सिक्किम,भारत  
Pakyong - 737 106, Sikkim, India

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F: No. NRCO/S/15/20-21/..399..

Date: 10/07/2020

STANDARD ONLINE (E-PROCUREMENT MODE) BIDDING  
DOCUMENTS FOR PURCHASE OF COCOCHIPS & COCOPEATS

Document to be submitted online

for

(Technical & Financial Bid as per Schedule of requirement)

NOTICE INVITING ON LINE TENDER

ICAR-National Research Centre for Orchids (ICAR-NRCO) is a 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 Director, ICAR-NRCO, Pakyong, Sikkim, India, invites e-tenders through the website [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) under two bid systems (Technical Bid & Financial Bid) from eligible and qualified bidders for Annual Rate Contract for Supply of Coco chips and Cocopeats.

CRITICAL DATE SHEET (Section)

Tender No	NRCO/S/15/20-21/..399 Dated: 10/07/2020
Name of the Organization	ICAR-NRC for Orchids, Pakyong, Sikkim-737106
Date and Time for Issue/ Publishing Time	17/07/2020 04:00 PM
Document Download/Sale Start Date and Time	17/07/2020 04:30 PM
Document Download/Sale End Date and Time	30/08/2020 10:00 AM
Bid Submission Start Date and Time	17/07/2020 05:00 PM
Bid Submission End Date and Time	30/08/2020 11:00 AM
Date and Time for Opening Bids (Technical)	31/08/2020 03:00 PM
Address for Communication	Director, ICAR-NRC for Orchids, Pakyong, Sikkim-737106

Tender Id: 2020\_DARE\_570970\_1

(Arvind Chauhaan)  
Administrative Officer I/c

### Important Notes

1. Tender Documents can be downloaded from the ICAR- NRCO website <https://nrcorchids.nic.in/index.php/en/> or from the Central Public Procurement Portal URL:<http://eprocure.gov.in/eprocure/appBidders> should enroll/register in the e-procurement module of Central Public Procurement Portal through the website: URL:<http://eprocure.gov.in/eprocure/appfor> participating in the bidding process. Bidders should also possess a valid Digital Signature Certificate (DSC) for online submission of bids.
2. **Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax/manually, etc. will be rejected.**
3. ICAR-NRCO will not be responsible for any delay in enrollment / registration as bidder or submitting /uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website URL:<http://eprocure.gov.in/eprocure/appand> enroll their Digital Signature Certificate and upload their quotation well in advance.
4. Any change/corrigendum/extension of opening date in respect of this tender shall be issued through websites & CPP only. Bidders are therefore requested to regularly visit our website for updates.
5. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. **The Director, ICAR-NRCO reserves the right to accept or reject any or all the tenders without assigning any reason thereof.**
6. The interested firms are required to deposit (In original) an Earnest Money Deposit (EMD) in the form of Demand Draft for an amount of Rs.5,000 (Rupees Five Thousand) made in favour of Director, ICAR-NRCO, Pakyong, Sikkim and may be addressed to Director, ICAR-NRC for Orchids, Pakyong, Sikkim-737106 by post on to the office latest by the last date of bid submission on CPPP. The details of the DD physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time on CPPP otherwise the uploaded bid will be rejected.
7. 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 on CPPP in the presence of the bidders/authorized representatives who opt to attend, at the address given above on the schedule time.
8. **Technical and Financial bids must be uploaded in CPP Portal, separately.**
  - a) **TECHNICAL BID. (Annexure-I)**

This part shall contain the technical proposal. The Technical bid (Prescribed Format Annexure-I) shall be uploaded in scanned copies of the original document, only.



**b) Financial Bid (Annexure-II)**

This part II i.e Financial bid (Prescribed Format Annexure-II) shall be filled in CPP Portal in the given format. Financial bid will be opened only of those firms which qualify technical bid.

Bids must be submitted by the time as per mentioned in the schedule covered in the Notice Inviting Tender.

*Arvind Chauhan*  
10/02/2020

(Arvind Chauhan)  
Administrative Officer i/c

This tender document contains fourteen pages (including I to VI Annexure)

Copy to:

1. PA to Director, ICAR-NRC for Orchids, Pakyong, Sikkim.
2. Scientist (I/C), ARIS Cell, ICAR-NRCO with request to upload the tender document on institute's website and CPPP.
3. Chairperson TAC, ICAR-NRC for Orchids, Pakyong, Sikkim.
4. AF&AO, ICAR-NRC for Orchids, Pakyong, Sikkim.

## Terms & Conditions for the Annual Rate Contract for Supply of Coco-chips & Coco peats

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, GFR and as well as Procurement Manual of ICAR.
3. The firm must also possess valid GST Registration Number and a copy of the same must be uploaded in Technical Bid. 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.
4. The EMD has to be submitted to this office on or before **Closing Date & Time for Submission of Online Bids on CPPP**, through speed post/courier. Name of the Tenderer and Tender reference number has to be furnished behind the EMD Demand Draft. The scanned copy of Earnest Money Deposit by way of Demand Draft in PDF form should be uploaded in Technical Bid. The envelope containing **EMD Demand Draft should be superscribed with "EMD for Tender for supply of the Cocochips and Cocopeats"**.
5. The EMD will be returned to the unsuccessful bidders after the orders are placed with the successful bidder/bidders.
6. The EMD will be forfeited if the bidder fails to accept the order based on his/her offer/bid or fails to supply the items.
7. **An EMD amounting to Rs.5,000 (Rupees Five Thousand) as mentioned above is to be deposited by the bidder by way of Demand Draft in favor of "Director, ICAR-NRCO, Pakyong, Sikkim". The EMD will not carry any interest on it. The EMD will be refunded in full only on finalization of the tender. The refund of EMD not claimed within three years from the last date of receipt of the tender will stand forfeited. No interest will be paid on EMD.**
8. Bid will remain valid up to 90 days.
  - a) GST/TIN registration No. of concerned authority should be indicated in the quotation/tender as per Proforma (along with technical bid). Attested copies of income tax and sales tax clearance certificates (up to date) should be attached with quotation, failing which bid will be rejected.
  - b) This Centre shall not be responsible for payment of transit insurance charges if any.
  - c) The payment shall be made through Electronic Transfer from State Bank of India, Pakyong Branch, Pakyong, Sikkim after complete supply of the items. No payment will be made against documents through bank.
  - d) **Payment will be made only in INR (if supply order is placed in case of successful bidders).**
  - e) Rates are to be quoted F.O.R. destination (NRC for Orchids, Pakyong, Sikkim and ICAR-NRCO Darjeeling Campus, AJC Bose Road, West Bengal) inclusive of all



charges and must be valid for a period of One year from the date of receipt of Quotation.

9. The materials should be supported by printed documents and possible ISI Certificates/quality certificates/ Standards issued by Govt. Organisation / Department
10. The price of items should be quoted giving detailed specifications regarding size dimension, type/quality of materials, make/brand etc. items together with catalogues wherever applicable.
11. Approximate time for delivery may be indicated. Normally supply is to be completed within 25 days after the issue of order.
12. The Director of National Research Centre for Orchids reserve the right to reject any or all the quotations/tenders or accept any in part or full without assigning any reason whatsoever.
13. The manufacturers/authorized distributors/dealers shall upload a self-declaration on their letter- head as PDF file with technical bid of e-tender, along with the tender documents, confirming that they are regular in manufacturing/supplying of the item.
14. 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.
15. The Technical Committee constituted by the Director, ICAR-NRCO, Pakyong, Sikkim shall have the right to verify the particulars furnished by the bidder independently.
16. All the tender documents & price bid to be uploaded as per this tender are to be digitally signed by the bidder.
17. The EMD of the accepted Tender will be refunded only after on receipt of Contract Form and **Performance Security of Rs. 10,000/- (Rs. Ten thousand only)** in favor of Director, ICAR-NRC for Orchids, Pakyong, East Sikkim.
18. **Rates: Rates should be quoted including transport, loading, unloading, toll fee and LBT charges, if any.**
19. The Rate Contract will be valid for one year and which may be **extended for further period of one year subject to satisfactory supply of Coco Peat & Coco Chips, on the same rates and terms & conditions.**
20. **Validity:** The bid should be valid for acceptance up to a period of 90 Days. The Bidders should be ready to extend the validity, if required without any additional financial implications.
21. **Delivery Schedule:** Unless otherwise specified, the material should be supplied in full within twenty five days from the date of supply Order. No part supply is allowed. Specific mention should be made / indicated clearly as to whether delivery will be made on scheduled/specified date after firm work order is placed.

22. **Liquidated damages:** The date of delivery should be strictly adhered to; otherwise the institute reserves the right not to accept the delivery in part or full. The liquidated damages @ 0.5% per week subject to a maximum of 10% of the value of the order can be imposed.
23. If the ordered material is not supplied in the above mentioned period then ICAR-NRCO reserves the right to cancel the order/ not accepts the ordered materials.
24. **Mode of Payment:** No advance payment will be made for the suppliers. Payment on bill basis after satisfactory supply at ICAR-NRCO, Pakyong, East Sikkim-737106 & Darjeeling Campus-734101 West Bengal and after certification by our concerned Scientist.
25. **Dispute settlement:** The dispute arising out of this contract shall be subject to the jurisdiction of Indian laws & court at Sikkim. Sole arbitrator is appointed by the Director, ICAR-NRCO. His decision will be final and binding to both parties.
26. Non-compliance with any of the above conditions is liable to rejection of tender.
27. The Contract is remain valid for a period of one year, this may be terminated before the one year period without ascertaining any reasons or extended the same, this is at the discretion of the Director ICAR - NRC(O), Pakyong.
28. **Force Majeure Clause :-** The Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, Epidemics, quarantine restrictions, strikes, lockout or any act of war. Notice of the happening of any such event is given by either party to the other within 15 days from the date of occurring thereof. However either party at its discretion can terminate the contract in such cases.
29. **Acceptance or rejection of offer :-** The Director, ICAR-NRC for Orchids, Pakyong reserves the right to accept or reject any tender in part or full without assigning any reason thereof. The successful bidder should submit order acceptance letter within 10 days from the date of issue of order.
30. The Director, ICAR-NRC for Orchids, Pakyong reserves the right to conclude parallel Rate Contracts with a number of suppliers and place Orders on any of such firm that may be the most economical to it or suitable to its requirements.
31. **Authorized Signatory/ Signing of Tender:** Individual signing the tender or other documents connected with contract must specify the capacity in which the tender documents are digitally signed as:

- a.) " a sole proprietor" of the concern or constituted attorney of such sole proprietor;
- b.) a partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

**NOTES:**

- (i.) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partner admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- (ii.) In case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, the tender and all other related documents must be signed by all partners of the firm.
- (iii.) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the persons so signing had no authority to do so, NRC(O) may, without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

32. The rates should be quoted as per the Financial Bid format /BOQ format uploaded on the CPP Portal. It must be noted that the contract shall be awarded to the firm which fulfils all the required specifications, terms and conditions and remains L-1.

33. Modification in the tender documents after the closing date and time is not permissible.

34. If terms and Conditions of tender & contract agreement are not adhered then EMD shall be forfeited.

35. The Director, ICAR-NRC for Orchids, Pakyong shall have the right to reject all or any of the offers, accept more than one offer, and assign part of the job.

36. Rates once finalized will not be enhanced during the period of the contract, under any foreseen or unforeseen circumstance.

37. In case, the successful bidder shows inability at any stage, after the contract is finalized and awarded, for whatsoever reason(s), to honour the contract, the earnest money/ performance security deposited would be forfeited.

38. The Director, ICAR-NRC for Orchids, Pakyong reserves the right to cancel the contract at any time during the currency period of the contract without giving any reason.
39. Mere participation in the tender or entering into rate contract doesn't ensure business of any quantum, whatsoever and doesn't bind this centre to place the work order.

*Arvind Chauhaan*  
*10/02/2020*

(Arvind Chauhaan)  
Administrative Officer I/C



## ANNEXURE-I

### TECHNICAL BID

SL.No	Documents Strictly as per detailed below	Attached Yes/No	Page No.	Particulars
1.	Scanned Copy of DD (EMD)			
2.	Firm Registration Certificate (copy)			
3.	Authorisation from Govt for manufacture/supply/trade in Coco peats & Coco chips			
4.	GST Registration (copy)			
5.	PAN Card (copy)			
6.	Valid Authorized Distributorship/ Dealership License			
7.	Attested copy of Income Tax & Sales Tax Clearance Certificate (up to date)			
8.	Duly Signed & Stamped Tender Document			
9.	Last 03 years supply orders to Govt Organisations			
10.	Self-declaration in letter-head that they are regular in manufacturing/supplying of the item			
11.	ISI Certificates/quality certificates/ Standards issued by Govt. Organisation / Department in support of Good Quality of material			
12.	Banker Details (Annexure-III)			
13.	Tender Acceptance Letter (Annexure-IV)			
14.	Price Bid Undertaking (Annexure-V)			
15.	Non Blacklisting Certificate (Annexure-VI)			
16.	Any Other Detail			

**Note:** Scanned copy of all necessary document duly self-attested must be uploaded for the purpose Technical Evaluation.

Date:

Place:

AUTHORISED SIGNATORY & STAMP

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ANNEXURE-II

FINANCIAL BID

Sl. No.	Description	Rate (Rs.) per Kg	
		In Numeric	In Words
01.	Coco-chip		
02.	Coco peat		

Place

Name of the Firm

Signature of the Tender

Date

Seal of the Firm

Name of the Signatory

Note:

1. The prices/ rates quoted should be indicated by words as well as in figures. In case of any discrepancy, lower amount/rates shall be considered as valid.
2. Rates quoted should be inclusive of all charges (delivery, insurance, freight etc.)
3. Rates quoted should be exclusive of GST. GST will be paid as per applicable rates.
4. No claim / extra charges will be applicable/ entertained over the above quoted rates in any case/ circumstances.

ANNEXURE-III

INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
NATIONAL RESEARCH CENTRE FOR ORCHIDS, PAKYONG-737106

Name of the Firm/Contractor/Entrepreneur \_\_\_\_\_

Registered / Postal Address: \_\_\_\_\_

1.	E-mail Address	
2.	PAN No	
3.	TIN / GST Registration. No.	
5.	Applicable Bank Details : Bank Name : Branch Address with Phone No. Account No. Type of Account (Current/Saving) RTGS/IFSC Code & Branch	

Name of the Authorized Signatory  
Stamp & Signature

**TENDER ACCEPTANCE LETTER**  
**(To be given on Company Letter head)**

Date:

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No. : \_\_\_\_\_

Name of Tender / Work: - \_\_\_\_\_

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender / Work' from the website(s)namely: \_\_\_\_\_  
\_\_\_\_\_ as per your advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I/We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I/We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

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(Annexure V)

**PRICE BID UNDERTAKING**

From: (Full name and address of the Bidder)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To,

Dear Sir/Madam,

1. I submit the Price Bid for \_\_\_\_\_ and related activities as envisaged in the Bid document.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document (**including ANNEXURE-I to VI**), and agree to abide by them for the ARC.

3. I offer to work at the rates as indicated in the price Bid.

Yours Faithfully,

Signature of the firm with seal

*ds*

(Printed on letter head of firm)  
TO WHOM IT MAY CONCERN

We hereby certify that our firm M/s .....  
.....has not been black listed by any Government, or semi  
Government department in India.

(Signature of the Firm with Seal)