



भा. कृ. अनु. प. – केन्द्रीय शुष्क क्षेत्र अनुसंधान संस्थान  
 ICAR - Central Arid Zone Research Institute  
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F. No. 56(1)/2018-2019/Admn.IV

Dated: 24.01.2019

### NOTICE INVITING TENDER THROUGH E-PROCUREMENT

The Director, ICAR-Central Arid Zone Research Institute, Jodhpur on behalf of the President, Indian Council of Agricultural Research, New Delhi invites online bids under Two bid system from the authorised Indian Agents/registered firms for the Supply of Foreign Journals 2018.

#### Critical Date Sheet

|     |  |   |
|-----|--|---|
| 1.  | Date and Time for Issue/Publishing           | 06.00 PM on 24.01.2019  |
| 2.  | Document Download / Sale Start Date and Time | 06.00 PM on 24.01.2019  |
| 3.. | Document Download / Sale End Date and Time   | 02.00 PM on 12.02.2019  |
| 4.  | Bid Submission start Date and Time           | 06.00 PM on 24.01.2019  |
| 5.  | Bid Submission End Date and Time             | 02.00 PM on 12.02.2019  |
| 6.  | Date and Time for Opening of technical Bids  | 02.00 PM on 13.02.2019  |
| 7.  | Date and Time for opening of Financial Bid   | After finalize the Technical Bid  |
|     | Tender Fee                                   | Rs. 500.00  |
|     | Bid Security (Earnest Money Deposit)         | Rs. 9500.00   |
| 8.  | Bank details                                 | “ICAR Unit- CAZRI, Jodhpur”<br>Payable at State Bank of India, Branch<br>Shastri Nagar, Jodhpur (Rajasthan) |
| 9.  | Address for Communication                    | Director,<br>ICAR-CAZRI,<br>Jodhpur-342003 (Raj.) India   |

*Note :* The tender form and other details are available on CAZRI's website [www.cazri.res.in](http://www.cazri.res.in) & CPPP. The interested Manufacturers/authorized dealer/Agency/firm of repute may download the tender document from above websites and upload the same after completing in all respect in the e-procure.gov.in portal as per guidelines mentioned in the portal by or before the due date & time.

**Encl. : Annexure I – VII (for Technicall bid)  
Annexure VIII (for Financial Bid Cover)**

**Asstt. Administrative Officer (S)  
for Director**

**F.No. 56(1)/2018-2019/Admn.IV**

**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.

**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.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) 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.

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**Technical Bid- Annexure - II**

**General terms and conditions of the contract are specified below:**

**1. Supply of Journals :-**

(i) After receiving the supply order, journals should be supplied within 30 days from the date of supply order. Delay in supply will attract a penalty of 1% of the bill amount per day to a maximum of 10% of the bill amount. Thereafter, the order will stand cancelled. Extension of supply date will not be made.

(ii) 100% supply is a must.

**2. Discount:-**

Discount offered by the bidder in percentage terms may be quoted on all 2 foreign journals.

**3. Conversion Rates :-**

The currency bank conversion rates will be applicable on the date of billing/invoice as per rules.

**4. Payment:-**

No advance payment will be made. Bills/invoice only after supply of journals will be entertained.

**5. Handling Charges:-**

No claim for handling charges will be entertained in any case.

**6. Tender fee and "Bid Security":-**

The interested firms are required to deposit/submit (in original) Tender fee (not refundable) and a Bid Security (EMD) of the amount mentioned in Critical date sheet in the form of Demand Draft/Bankers cheque/Pay order from any of the Commercial Bank in favour of "ICAR Unit-CAZRI, Jodhpur" payable at Jodhpur may be addressed to the Director, ICAR-CAZRI, Jodhpur and should be reached on or before bid submission closing date and time as mentioned in critical date sheet. No quotation shall be considered without the earnest money deposit. Demand Draft drawn in favour of any officer other than "ICAR Unit-CAZRI, Jodhpur" will not be accepted and the tender will be rejected.

**7. Invoice/Bill:-**

All invoices/bills raised by the supplier should be supported by the publishers' price proof.

**8. Delivery of Journals:-**

Journals should be supplied to us on time at door delivery arrangement without any additional cost. The entire responsibility for 100% supply of journals in good condition rests on the part of supplier so as to avoid irregularity in supply. Only copies meant for libraries may be supplied. Journals meant for members/individuals will not be acceptable. In case of supply of such copies, the entire supply order can be cancelled.

**9. Customs and other Charges:-**

The ICAR-CAZRI will not bear any responsibility of making extra payment for release of journals from postal custom authority.

**11.** The tender documents (i.e. Technical bid cover and financial bid cover) should be online submission only.

**12.** Payment will be made directly into bank account. Hence, following details may please be provided in your bid document.

- Name of the Bank
- Name of the Branch of the Bank
- Bank Account No.
- IFSC Code

**15. Others:**

(A) **Jurisdiction:** All disputes arising out of the contract are subject to Jodhpur jurisdiction.

(B) Director CAZRI reserves the right to reduce the number of journals or copies without assigning any reason thereof.

(C) The decision of the Director, CAZRI, Jodhpur in respect of acceptance or rejection of any of the firm or in case of dispute will be final and legally binding.

**Asstt. Administrative Officer (S)**

**Terms and Conditions**

1. The tenderer shall quote rates, which will include the delivery (supply)& other incidental charges, Taxes, if any, should be indicated separately.
2. The rates should be quoted as per the Financial Bid /BOQ format uploaded on the CPP Portal. Taxes, if any, should be indicated separately. 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.
3. The firm must also possess valid PAN No., GST, TIN No. & Service Tax registration number and a copy of the same must also be enclosed with the tender document.
4. Copy of Income Tax Return of last 2 years may be furnished.
5. Modification in the tender documents after the closing date and time is not permissible.
6. The successful firm shall have to supply the **item (from the date of confirmed supply order) immediately within this financial year 2018-19 /as mentioned in the supply order(P.O.)** and if the materials are not supplied and installed in time then EMD shall be forfeited.
7. The contractor/bidder or his representative may contact the undersigned at Tel No.0291-2787152 (AAO,Admn. IV)/2786931(Incharge, Dr. Raheja Library) for any further clarification. No variation in terms of quality of the items shall be entertained or else EMD/Security deposit shall be forfeited.
8. The Director, ICAR-CAZRI, Jodhpur shall have the right to reject all or any of the offers, accept more than one offer, and assign part of the job.
9. Merely quoting of lowest rates does not mean that order shall be given to that firm. The competent authority will finally decide on the basis of quality & performance of past installations.

10. The interested Firms are required to deposit (in original) a Bid Security (EMD) of the amount mentioned against each item in the form of Demand Draft from any of the Commercial Bank in favour of "ICAR Unit-CAZRI, Jodhpur", payable at Jodhpur may be addressed to Director, ICAR-CAZRI, Jodhpur on or before bid submission closing date and time as mentioned in critical date sheet. No quotation shall be considered without the earnest money deposit. Demand Draft drawn in favour of any officer other than "ICAR Unit-CAZRI, Jodhpur" payable at Jodhpur will not be accepted and the tender will be rejected. The earnest money will be refunded only after the finalization of the procurement and no interest will be paid on earnest money.
11. Rates once finalized will not be enhanced/reduced during the currency of the contract. In case of foreign currency, conversion rates in INR will be taken on that day when financial bid will open.
12. 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.
13. The Director, ICAR-CAZRI, Jodhpur reserves the right to cancel the contract at any time during the currency period of the contract without giving any reason.
14. If any dispute(s) arises between ICAR-CAZRI, Jodhpur and the firm with reference to the contract, ICAR-CAZRI, Jodhpur will decide it and its decision will be binding on the firms.
15. **Bid Validity** : 40 days
16. The contract will be given to Least one (L1).
17. The Institute is exempted from payment of excise duty if any. Hence, excise duty will not be paid to the firm.
18. **Payment-**  
100% of the contract price on receipt of goods as per specifications by the consignee supported by satisfactory installation/working report.
19. **Installation** :- if required, should be done within stipulated delivery period as per the order at the Institute in consultation with the indenting officer, failing which Liquidated Damage clause shall apply. Liquidated Damage clause: It would be realized @ 0.5% (half per cent) of the base price (excluding taxes) of the delayed goods for each week of delay subject to maximum 10%.
20. **Price** -
  - i) The price quoted shall be on firm and fixed basis and should be reasonable living no scope for any further negotiation on price.
  - ii) For goods manufactured in India : The price of the goods should be quoted on FOR basis and in INR (including all kind of charges and taxes) , if any.
21. **Jurisdiction of Court** :- The court of the Jodhpur shall have a jurisdiction to decide any dispute arising out of or in respect of contract.
22. **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, it's 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.

**23. Termination of Contract** :- Time shall be the essence of the contract. The purchaser shall have the right to terminate the contract without any notice in part or in full in any of the following cases:

- a) The delivery of the material is delayed for causes not attributed to Force Majeure after the scheduled date of delivery.
- b) The seller is declared bankrupt or becomes insolvent.
- c) The delivery material is delayed due to causes of Force Majeure by more than reasonable time.
- d) In case Performance Security is not furnished within the time period specified by the purchaser.
- e) Supply in the case of successful Tenderer should strictly confirm to the specifications of the equipment being purchased.
- f) Any change in Address/Telephone/Fax/e-mail of the tenderer should immediately be informed. The state of non-communication by the firm will make the offer liable for rejection.

**24. Acceptance or rejection of offer** :- The Director, ICAR-CAZRI, Jodhpur 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.

**'Terms & Conditions are acceptable to us'.**

Dated:

(Authorized signatory of the firm)

**Technical Bid- (Annexure-III)****Technical Bid**

Check list of documents to be uploaded by the tenderer in Technical bid cover

The Firms are required to upload copies of the following documents:-

| S.No. | Documents required   | ✓ Attached with Technical bid<br>X Not attached with Technical bid |
|-------|--|--|
| a)    | Scanned copy of Earnest Money Deposit (EMD) and tender fee/its exemption, if any.        |  |
| b)    | Scanned copy of Firm's registration issued by the Central Govt./State Govt./GOC/ GST No. |  |
| c)    | Scanned copy of TIN No. & GST Registration No.   |  |
| d)    | RTGS detail of the firm  |  |
| e)    | Scanned copy of Valid PAN issued by Income Tax Department                                |  |
| g)    | Scanned copy of signed our terms and conditions  |  |
| h)    | Tender acceptance letter   |  |
| i)    | Scanned copy of signed Price Bid undertaking   |  |
| j)    | Undertaking that firm has not black listed by any government organisation                |  |
| k)    | Undertaking that items shall be supplied as detailed in tender document                  |  |
| l)    | User list/List of clients  |  |
| m)    | Any other, if any  |  |

Signature of the Tenderer with seal

**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 web site(s) namely: \_\_\_\_\_

\_\_\_\_\_

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

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too 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/ organisation 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)**

**Details of the Firm**

Name of the firm : -----

Registered/Postal Address : -----  
-----  
-----

| S.No. | Particulars   |  |
|-------|---|--|
| 1.    | <b>Phone number/Mobile number</b>   |  |
| 2.    | <b>E-mail Address</b>   |  |
| 3.    | <b>PAN No</b>   |  |
| 4.    | <b>GST /<br/>TIN /<br/>Service Tax Reg. No.</b>   |  |
| 5.    | <b>Applicable Bank Details :</b><br><b>Bank Name :</b><br><br><b>Branch Address with Phone No.</b><br><br><b>Account No.</b><br><br><b>Type of Account (Current/Saving)</b> |  |
| 6.    | <b>RTGS/IFSC Code &amp; Branch</b>  |  |

**Signature of the bidder**

**PRICE BID UNDERTAKING**

From: (Full name and address of the Bidder) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To,

Dear Sir/Madam,

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, and agree to abide by them.

3. I offer to work at the rates as indicated in the price Bid, inclusive of all applicable taxes except Service Tax.

Yours Faithfully,

Signature of the firm with seal

(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)**

**Schedule to tender**

| <b>S.No.</b> | <b>Name of Journals</b>   | <b>Periodicity</b> | <b>Publisher</b>  |
|--------------|---|--------------------|---|
| <b>A.</b>    | <b>FOREIGN JOURNALS Year 2018 (one year) for ICAR - CAZRI, Dr. Raheja Lib., Jodhpur</b> |                    |   |
| 1.           | Hort Science  | Monthly            | American Society for Horticultural Science, U.S.A.          |
| 2.           | Science   | 51 Issues          | American Association for the Advancement of Science, U.S.A. |

**(Signature of the Firm with Seal)**