



**भा.कृ.अनु.प.- राष्ट्रीय कृषि उपयोगी सूक्ष्मजीव ब्यूरो**  
ICAR-NATIONAL BUREAU OF AGRICULTURALLY IMPORTANT MICROORGANISMS  
पोस्ट व ग्राम – कुशमौर, मऊ (उ.प्र.) २७५१०३



Village & PO : Kushmaur, Mau 275103 (UP)  
Tel : (0547) 2530080, FAX : (0547) 2530381, E-Mail : nbaimicar@gmail.com, (Web): www.nbaim.org.in

F.No. 12-7/store/NBAIM/2016-17/Equipment

Date: 10.01.2017

**NOTICE INVITING TENDER THROUGH E-PROCUREMENT**

The Director, ICAR-National Bureau of Agriculturally Important Microorganism, Mau on behalf of the President, Indian Council of Agricultural Research, New Delhi invites online bids under Two bid system from the Manufacturer/registered firms for the purchase of below mentioned equipments. **Manual bids shall not be accepted.**

Sr. No.	Equipment	Qty	EMD (In Rs.)	Tender fee (In Rs.)
1.	Electrophoresis system	01	6000	500
2.	Instrument table, work bench, cabinet slab shower and chair	As per required	10000	500
3.	Thermal Cycler	05	30000	500
4.	Vertical Electrophoresis	02	4000	500
5.	RT PCR	01	30000	500
6.	High speed Refrigerated centrifuge/ Temperature controlled centrifuge high speed with rotors	02	80000	500
7.	HPLC	01	60000	500
8.	Automatic Nitrogen Analyzer with accessories and compatible stabilizer	01	30000	500

**Critical Date Sheet**

Date and Time for Issue/Publishing	<b>5.00 PM on 12.01.2017</b>
Document Download / Sale Start Date and Time	<b>5:00 PM on 12.01.2017</b>
Document Download / Sale End Date and Time	<b>11:00 AM on 04.02.2017</b>
Bid Submission start Date and Time	<b>5.00 PM on 12.01.2017</b>
Bid Submission End Date and Time	<b>11:00AM on 04.02.2017</b>
Date and Time for Opening of technical Bids	<b>11:30 AM on 06.02.2017</b>
Address for Communication	Director, ICAR-NBAIM Kushmaur Mau Uttar Pradesh 275103

**Administrative Officer**



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### **Instructions for Online Bid submission**

1. The tender form/bidder documents may be downloaded from the website: <https://eprocure.gov.in/eprocure/appn> . Online submission of Bids through Central Public Procurement Portal ( <https://eprocure.gov.in/eprocure/app> ) is mandatory. Manual bids shall not be accepted.
2. Tenderers/bidders are requested to visit the website <https://eprocure.gov.in/eprocure/app> regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
3. 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 Bureau reserves the right to accept or reject any or all the tenders.
4. The interested Firms are required to deposit (in original) an Earnest Money Deposit (EMD) of as prescribed against each item collectively in the form of Demand Draft from any of the Commercial Bank in favour of Director- ICAR, National Bureau of Agriculturally Important Microorganisms, Kushmaur Mau payable at Mau and may be submitted to Director- ICAR, NBAIM, Kushmaur Mau Uttar Pradesh 275103 on or before bid submission **closing date & time.**
5. The firm should send the original brochures of the product and may be addressed to Director, ICAR-NBAIM, Mau UTTAR PRADESH 275103 on or before bid opening date and time as mentioned in the Critical Date Sheet.
6. Bidder need not to come at the time of Technical as well as Financial bid opening at NBAIM, Mau. They can view live bid opening after login on CPPP eProcurement Portal at their remote end. If bidder wants to join bid opening event at NBAIM then they have to come with bid acknowledge slip that generates after successfully submission of online bid.

## **Technical Bid**

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

- (a) Scanned copy of Earnest Money Deposit(EMD) and tender fee/its exemption, if any.
- (b) Scanned copy of Firm's registration, VAT no and Tender acceptance letter .
- (c) RTGS detail of the firm.
- (d) Scanned copy of similar contracts of supply of equipments to Government Departments.
- (e) Undertaking that items shall be supplied as detailed in tender document.
- (f) Scanned copy of ink signed tender specific authorization from OEM(Original Equipment manufacturer).
- (g) Undertaking that firm has not blacklisted by any government organisation.
- (h) scanned copy of Make and Model of all systems,sub systems and additional items should be mentioned in the technical details should be provided in the form ofBrouchers and write-ups.
- (I) Scanned copy of signed our terms and conditions as given in annexure 1.

## **Financial Bid**

- **Price bid in the form of BOQ\_XXXX.xls**

The below mentioned Financial Proposal/Commercial bid format is provided as BoQ\_XXXX.xls along with this tender document at <https://eprocure.gov.in/eprocure/app> . Bidders are advised to download this BoQ\_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. **Bidder shall not tamper/modify downloaded price bid template in any manner.** In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with ICAR .

- **Price Bid Undertaking**

As per Annexure II

## Annexure 1

### Terms and Conditions

1. The tenderer shall quote rates, which will include the delivery & other incidental charges. Taxes, if any, should be indicated separately.
2. The rates should be quoted as per the BOQ 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 fulfills all the required terms and conditions and remains L-1 for any particular items.
3. The firm must also possess valid PAN No., TIN No. & Service Tax registration number and a copy of the same must also be enclosed with the tender document.
4. Copy of previous three years of Income Tax Statement may be furnished.
5. Modification in the tender documents after the closing date is not permissible.
6. The successful firm shall have to supply the **Various Scientific Equipments within 5 weeks** from the date of confirmed supply order and if the materials are not supplied in time then EMD shall be forfeited. The rates quoted shall be valid for one year from the date of opening of tender.
7. The contractor/bidder or his representative may contact the undersigned at Tel No.0547-2530080 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, NBAIM 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) an Earnest Money Deposit (EMD) of the amount mentioned against each item in the form of Demand Draft/BG from any of the Commercial Bank in favor of ICAR-NBAIM unit, payable at Mau may be addressed to Director, ICAR-NBAIM, Mau 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/BG drawn in favor of any officer other than 'Director, ICAR-NBAIM unit, payable at Mau' 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.
12. In case of foreign currency, conversion rates in INR will be taken on that day when financial bid will open.
13. 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.
14. The Director, NBAIM reserves the right to cancel the contract at any time during the currency period of the contract without giving any reason.
15. The firm to whom the tender will be awarded, will have to deposit the performance security equal to 10% of the total amount at the time of installation of the equipment. If the services are not found to be satisfactory, the performance security is liable to be forfeited. No interest will be paid on performance security.
16. If any dispute(s) arises between NBAIM and the firm with reference to the contract, NBAIM will decide it and its decision will be binding on the firms.

17. Bid Validity: 90 days
18. The contract will be given to item-wise Least one (L1).
19. Our Institute is registered with DSIR and we are exempted from Excise Duty & custom Duty. Hence CDEC/DSIR will be provided to the firm, if demanded. Rate should be quoted accordingly.
20. **Payment-**
  - (A) **Payment for goods supplied from abroad.**
    - (a) On shipment 90% of the contract price (FOB) shall be paid through irrevocable letter of credit upon submission of documents detailed in L/C.
    - (b) 10% of the contract price(FOB) {in foreign currency} and other charges like freight etc., from FOB to FOR NBAIM, Mau {in INR} will be released after satisfactory installation/ working of equipment/machine etc. as well as on submission/production of Performance Bank Guarantee by the Supplier(s).
    - (c) 100% payment through wire transfer after satisfactory installation and submission of P.B.G.
    - (d) 100% payment through F.D.D. after.....P.B.G.
  - (B) **Payment of goods supplied within India**
    - (i) 100% of the contract price on receipt of goods by the consignee supported by satisfactory installation/working report & submission of PBG, Sales Tax, form-38.
21. Installation:- **Within 07 days from the date of receipt of equipment in the Institute** 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%.
22. Prices –
  - i. If any bidder wants to quote in foreign currency, price be quoted on FOB international port of shipment in foreign currency & all charges from FOB international Port to FOR, NBAIM, Mau (like; air/sea freight, insurance, custom duty against CDEC, Custom Clearing charges & transportation upto NBAIM) should be quoted in INR only.
  - ii. If any bidder wants to quote in INR, price be quoted on FOR, NBAIM basis.
  - iii. In case the stores pertains to import:
    - i. kindly ensure to enclose manufacturer’s authorisation in favour of indian subsidiary firm. it may also be noted that further authorisation by subsidiary firm in favour of any other firm located in india to promote their sale must have authorisation from the principal firm for further authorisation to an indian firm, failing which the tender is liable to be cancelled.
    - ii. price should be quoted on fob international airport/seaport and cif new delhi also. in case any firm quote the rate on fca or exworks basis only, fca or exworks price will be treated as fob international airport/seaport.
    - iii. price can also be quoted in inr (for basis), but in that case either cdec/dsir or vat can be demanded. demand for both vat & cdec/dsir can not be considered. iv. price should be quoted from fob to for destination (nbaim,mau) in indian currency (inr) also.

**‘Terms & conditions are acceptable to us’**

Dated:

(Authorized signatory of the firm)

**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,

**MANUFACTURER'S (OEM) AUTHORISATION FORM**

To

The Director,

ICAR- National Bureau of Agriculturally Important Microorganisms

Kushmaur, Mau (U.P.) 275103

Ref: your Bidding Documents No.....dated.....

Dear Sir,

We....., who are established and reputable manufacturers of

..... (Name and description of the goods offered in the bid) having factories at

..... hereby authorize Messrs..... (name and address of the agent) to submit a bid, negotiate (as and if necessary) and conclude the contract with you against your above mentioned Bidding Documents for the above goods manufactured by us.

No company or firm or individual other than Messrs ..... (name and address of the above agent) is authorized to bid, negotiate and conclude the contract against this specific Bidding Documents for the above mentioned goods manufactured by us.

We hereby extend our full guarantee and warranty as per the General Conditions of Contract, read with modification, if any in the Special Conditions of contract for the goods and services offered for supply against this Bidding Document by the above firm.

Yours faithfully,

(Signature name and designation)

for and behalf of Messrs.....

[name & address of the manufacturers]

**Note:** This letter of authorization should be on the letter head of the manufacturing firm and should be signed by a person competent and having the power of attorney to legally bind the manufacturer. The authorization Certificate should be from the "Manufacturer" only and certificate from any other firm/person including OEM arrangements would not be accepted

(Printed on letter head of firm)

**TO WHOM IT MAY CONCERN**

We hereby certify that our firm

.....

..... has not been black listed by any Government, or semi  
Government department in India.

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

**LIST OF EQUIPMENTS REQUIRED**

Sr. No.	Equipment	Qty	EMD (In Rs.)	Tender fee (In Rs.)
1.	Electrophoresis system	01	6000	500
2.	Instrument table, work bench, cabinet slab shower and chair	As per required	10000	500
3.	Thermal Cycler	05	30000	500
4.	Vertical Electrophoresis	02	4000	500
5.	RT PCR	01	30000	500
6.	High speed Refrigerated centrifuge/ Temperature controlled centrifuge high speed with rotors	02	80000	500
7.	HPLC	01	60000	500
8.	Automatic Nitrogen Analyzer with accessories and compatible stabilizer	01	30000	500

Note:

- EMD defined on to the Portal is minimum Rs.6000/-, but the bidder should submit the EMD as per above table. For example: A bidder wants to quote in first 2 items, then bidder have to pay Rs.16000/- as EMD (6,000 + 10,000).

Or

A bidder wants to quote only in 2<sup>nd</sup> item, then bidder have to pay Rs. 10,000/-

- Tender fee may also be paid in same manner. For example for 1 item it is Rs 500 and for 2 items it would be Rs 1,000 and so on.
- The interested firms are required to deposit (in original) an Earnest Money Deposit (EMD) of the amount mentioned against each item in the form of DD/Bank gurantee from any of the commercial bank in favour of Director, ICAR- NBAIM,Mau and should be addressed to (In Original) "To Director-ICAR,NBAIM,Mau Kushmaur  
UttarPradesh 275103.

**TECHNICAL SPECIFICATION OF EQUIPMENTS REQUIRED** – Technical specification should be indicated point wise in their tender supported by leaflet or brochure/s.

**1. Electrophoresis systems**

**Basic unit with lid and connecting cords**

Made of clear transparent single mould acrylic/polycarbonate

Easy visibility of the dye

Platinum electrodes

Electrodes plug-in type

**1. Should comprise the following components-**

**Mini Horizontal Gel electrophoresis unit with-**

Combs of 10 or 15 wells

Comb thickness: 1.0/1.5 mm

Run up to 20 samples at once

**Midi Horizontal Gel Electrophoresis unit with-**

Combs of 15 or 20 wells

Comb thickness: 1.0/1.5 mm

Run up to 40 samples at once

**Maxi Horizontal Gel electrophoresis System with-**

Combs of 30 or 40 wells

Comb thickness: 1.0/1.5 mm

Run more than 80 samples at once

**2. Power pack**

- i. Output range to be programmable ; Volts: 10-300V or more, Power: 1-300W or more
- ii. Output type should be constant voltage, constant current, or constant power
- iii. Timer option should be present
- iv. Pause/resume function should be present
- v. Digital display
- vi. Automatic recovery after power failure should be present
- vii. Safety features : overvoltage protection
- viii. Number of output jackets should be at least 2 sets in parallel

**3. Casting of the gel in casting unit – Tape free casting; Comb height should be adjustable**

**4. All accessories should be quoted**

**5. On-site Warranty: 2 Yrs**

## 02.Instrument table work bench cabinet slab shower and chair

Lab furniture specification:

### 1. Modular lab Bench 16 Units:

- unit size 10'x2.5'; accommodate the instruments / laboratory equipment's.
- Provision of electrical outlets at regular intervals of 2 feet.
- Keyboard facility and CPU shelf. Made up of high grade mild steel with epoxy powder coating for long-lasting durability with timeless aesthetic appeal.
- The cabinets below should have Double-pan sound-deadened door and drawer heads.
- The door should be on knuckle stainless steel hinges, Front baked-on epoxy powder-coated finish.
- Top should be of Epoxy/ Moulded.
- Colour Combination white/off white with blue front panels and dark grey/black top.
- Design is indicative



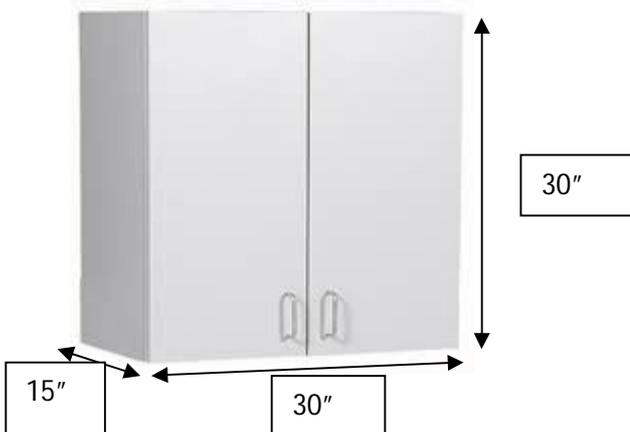
### 2. Modular lab Bench (Island type) 4 Units:

- Island type size 10'x5';
- Accommodate the instruments / laboratory equipment's.
- Provision of electrical outlets at regular intervals of 2 feet. Keyboard facility and CPU shelf.
- Utilities for water with sink.
- Made up of high grade mild steel with epoxy powder coating for long-lasting durability with timeless aesthetic appeal.
- The cabinets below should have Double-pan sound-deadened door and drawer heads.
- The door should be on knuckle stainless steel hinges, Front baked-on epoxy powder-coated finish.
- Top should be of Epoxy/ Moulded.
- Colour Combination white/off white with blue front panels and dark grey/black top.
- Design is indicative



3. Wall cabinets 32 units:

- size 30"x30"x15" with two racks inside
- Accommodate laboratory chemicals, plasticwares, glasswares.
- Made up of high grade mild steel with epoxy powder coating for long-lasting durability with timeless aesthetic appeal.
- The cabinets below should have Double-pan sound-deadened door.
- The door should be on knuckle stainless steel hinges, Front baked-on epoxy powder-coated finish.
- Colour Combination white/off white with blue front panels and dark grey/black top.
- Design is indicative



4. Emergency shower with eye wash for lab: one Unit

5. Executive office chair: 3 Pcs.

- Length (21 inches), Width (25 inches), Height (44 inches),
- Primary Material: Metal
- Color: Black, Style: Traditional

### **03. Thermal Cycler**

#### **Specifications for Thermal cycler**

- 96 well universal gradient block with ability to hold 0.2ml and 0.5 ml PCR tubes in **same** block with lid heating option.
- There should be independent row temperature control over 8 rows in each block.
- Ramping rate at 5°C or better.
- Block uniformity  $\pm 0.2^{\circ}\text{C}$ .
- Temperature range of block should be from 4° C -105 °C.
- Regulating accuracy thermo block:  $\pm 0.1^{\circ}\text{C}$ .
- Temperature range of heatable lid: 40 °C to 105 °C or better.
- Gradient temperature range should be 30-100°C.
- Gradient Accuracy:  $\pm 0.1^{\circ}\text{C}$ .
- Should have 2 or more USB ports.
- The machine should be an option of selecting: Ideal gradient, Linear gradient or independent lane control.
- The machine should have a touch sensitive TFT display.
- Memory = 1000 typical programme on board.
- PCR should have ability to be controlled via PC.
- Auto-restart with option for power fail denaturation.
- System should have licensed based PCR.
- Company should have CE certification.
- Warranty: 2 years.

### **04. Mini Vertical electrophoresis**

1. Should be capable to run two gels simultaneously.
2. Gel dimensions: 10-15cm X 10-15 cm or more.
3. Should have leak free casting system.
4. Safety Lid with attached leads. Should be provided with one extra pair of leads.
5. Quote rates (in the unit price) for notched glass plates (4 pairs), spacers (one pair each of 0.75 mm, 1.00 mm and 1.5 mm), combs with 10-20 wells compatible with the supplied spacers and clamps and clamp assemblies (two sets) if needed.
6. Spirit level- optional.
7. Any other essential accessory needed for efficient use of equipment to be quoted. To supply along with technical brochure, literature, authorization from principal and compliance.
8. Warranty: 2 years from the date of installation.

## 5.RT PCR

### Specification

- Real-time PCR cycler with 2 channels (green, yellow).
- The real time system should have the optics to look at Green and Yellow. With Green the excitation is 470+/-10 and detection at 510 +/-5. With the yellow it is 530 ± 5 and detection 557+/- 5.
- Thermal resolution of 0.2°C or better
- Temperature range, 35 to 99°C or better; Temperature accuracy, ±0.5°C, Temperature uniformity, ±0.2°C; Ramp rate >4°C/s heating >4°C/s cooling or better
- Detector: Photomultiplier or equivalent
- Should have facility for programmed protection
- The system must be open to all chemistries including SYBR, Probe and HRM
- Equipment should work with tubes 0.2 ml and/or strip tubes 0.1 ml or rotor-Disc or capillaries.
- Warranty: two years-on site

### 6. High Speed refrigerated centrifuge/ Temperature controlled centrifuge high speed with rotors

### Tender Specifications

- Microprocessor Controlled
- Temp. -9 to 40 °C
- Machine should have a capacity and space for running angle rotor and swinging bucket rotors
- Adjustable RCF of 25000×g or more
- Digital display
- Fixed angel rotor for 6× 50 mL culture tubes
- Adaptors for 15/50 mL tubes for fixed angel rotor for 6× 50 mL culture tubes
- Power 220-240 V, 50/60 Hz
- Imbalance and over speed detection
- Lid lock and inter lock facility
- Should be supplied with heavy duty ambient temperature maintain systems capable to maintain the temperature of working area
- Technical features should be supported by original literature
- Warranty at least 2 yr from installation

## 6.HPLC

### Tender Specification

**1. Delivery System** - Quaternary Low Pressure Gradient Pump with dual reciprocating pistons in series.

- Flow rate range : 0.2–5 mL/min or better
- Flow rate accuracy :  $\pm 1\%$
- Flow precision :  $< 0.1\%$  RSD
- Pressure range : 9000 psi or better
- Proportioning accuracy :  $\pm 1\%$  or better (of full scale)
- Solvent degassing : Built-in, minimum 4-channels

**2. Thermostated Column Compartment** ; Temperature Range : 5 °C to 70 °C, Temperature Accuracy :  $\pm 1$  °C , Temperature Stability :  $\pm 0.1$  °C , Temperature Precision:  $\pm 0.1$  °C , Column Identification System for columns.

**3. Auto sample injector**

- Injection volume range: 100  $\mu$ l or better
- Sample capacity: 48 or more
- 100 Sample vials should be provided with equipment

**4. PDA Detector and Fluorescence detector**

- PDA Detector
- Fluorescence detector: Wavelength Range : Excitation 200-640 nm or better
- Wavelength Accuracy :  $\pm 5$  nm or better
- Light Source : Pre-aligned Deuterium or Tungsten lamps or equivalent

**5. Chromatography software**

- Chromatography data system for control, acquisition, processing, & reporting software.
- Chromatography Software package should be Oracle based.
- It should have flexible reporting as users desires for complete chromatography information Reporting.
- It should also record the instrument event such as injection, complete instrument settings, changes & conditions in real time.
- Software should have 3rd party interfacing facility.
- Audit Trail and Auto Peak Processing features.

6. Columns – C18, C8 along with guard columns, also column applicable for Carbohydrate and Fatty acids.

7. Suitable UPS System for above system
8. Branded PC with the capacity of 8/16 GB RAM, 1 or more TB storage capacity with 5th generation processors and Colour Laserjet Printer for operating HPLC system
9. Heavy duty ambient temperature maintaining systems capable to maintain the temperature of working area.
10. Training for operation of system to minimum two persons
11. Warranty: at least 2 years comprehensive warranty.

## 7. Automatic Nitrogen Analyzer

1. Microprocessor controlled programmable Distillation Unit for analysis of Kjeldahl Nitrogen, Protein Nitrogen, Nitric Nitrogen (after reduction), Phenols etc. according to official procedures.
  - I. Automatic alkali addition, water dilution, distillation, RS-232/USB connectivity to a printer or PC for data storage
  - II. Reagent tanks fitted with proper capping and reagent sensors.
  - III. Reagent sensors for Water/Alkali/Waste /Receiver
  - IV. Auto waste removal.
  - V. Safety features for operator safety, like safety door and tube in place safety.
  - VI. Distillation Time : Starting from 4 minutes
  - VII. Measuring Range : 0.1to 200 mg Nitrogen
  - VIII. Nitrogen Reproducibility :  $\leq 1\%$
  - IX. Recovery :  $> 99.5\%$
  
2. **Block digester** (as per below specification) with all the accessories and catalyst tablets.
  - I. Number of samples: 08
  - II. Temperature range : 100 to 400 degree C or more
  - III. Accuracy :  $\pm 1.0^{\circ}\text{C}$
  - IV. Temperature readout : digital
  - V. Over temperature protection
  - VI. Selectable Time : 001 to 999 minutes
  - VII. Safety : Over temperature cut off
  - VIII. Test Tube: 40 numbers of 250 ml.
  
3. All accessories like digestion tubes, catalyst tablets, reagent tanks etc required for smooth functioning of the equipment to be quoted.
4. Should have official standard procedures like AOAC, EPA, DIN to simply validation
5. Original company literature must be supplied.
6. Should be supplied with compatible SERVO stabilizer
7. Warranty: Two years from the date of installation.

## Optional

1. Scrubber to neutralize the corrosive fumes during acid digestion (to be quoted separately if not part of the complete system)
2. Sample grinding mill for sample preparation with small particle size.

**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)**

Name of the firm : .....

Registered/Postal Address : .....

.....

.....

1.	Phone number/Mobile number	
2.	E-mail Address	
3.	PAN No	
4.	VAT/TIN no., if applicable	
5.	<b>Bank Details:</b> <b>Bank Name:</b> <b>Branch Address with Phone No.</b> <b>Account No.:</b> <b>Type of account (Current/Saving):</b>	
6.	RTGS/IFSC code & Branch	

### **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.

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