



**ICAR-INDIAN INSTITUTE OF HORTICULTURAL RESEARCH
HESSARAGHATTA LAKE POST, BANGALORE-560 089**

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**NOTICE INVITING TENDER THROUGH E-PROCUREMENT TOWARDS Annual Rate
Contract to Provide JCB Services on hire basis, at IIHR, Hesaraghatta during the year 2018-19.**

ARC to Provide JCB Services on hiring basis is invited for ICAR-IIHR, Hesaraghatta as per Annexure-II. Interested contractors / firms / agencies registered with CPWD / KPWD / Indian Railways / Firms / Agencies providing JCB services to major infrastructure companies like Gamon, HCL, Nagarjuna, L&T etc., may participate in the Tender. All the details are given below.

The tender document contains the following:-

Annexure I – “Guiding specification and other Technical details”

Annexure-II - “Instructions for Online Bid Submission”

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|---|-------------------------------|
| Tender Enquiry No.: F. No. 5-62/2018-19/ H-JCB Services/ | |
| Date and Time for Issue/Publishing | 17.07.2018 at 03:30 PM |
| Bid Submission Start Date and Time | 17.07.2018 at 03:30 PM |
| Bid Submission End Date and Time | 08.08.2018 at 03:00 PM |
| Date and Time for Opening of Bids | 10.08.2018 at 11.00 AM |

IMPORTANT NOTES:-

- i. Tender Documents can be downloaded from IIHR website www.ihr.res.in or from the Central Public Procurement Portal www.eprocure.gov.in. Bidders should enroll / register in the e-procurement module of Central Public Procurement Portal through the website : www.eprocure.gov.in for participating in the bidding process. Bidders should also possess a valid DSC for online submission of bids. Central Public Procurement Portal (CPPP) **shall not tamper/modify the tender form including 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 IIHR.
- ii. Bids should be submitted along-with Earnest Money Deposit (Interest Free) of **Rs.10,000/-** for the above item by way of Demand Draft drawn in favour of the Director, Indian Institute of Horticultural Research, Bangalore 89 payable at SBI, Hesaraghatta Branch, Bangalore 89. Bids without EMD or insufficient EMD will not be considered. The EMD will be liable to be forfeited, if the Contractor/Agency withdraws or amend, impairs, or derogates the Quotation, in any respect within the period of validity of this Quotation. **(If any firm/Contractor has EMD exemption, they must attach copy of exemption certificate with quotation).**
- iii. EMD of unsuccessful agency/contractor remitted in the form of DD will be returned to the concerned contractor without any interest thereon, as early as possible.

- iv. **Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.**
 - v. IIHR reserves the right to accept / reject any or all the tenders in part /full without assigning any reason thereof.
 - vi. IIHR 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 www.eprocure.gov.in and enroll their Digital Signature Certificate and upload their quotation well in advance.
 - vii. Any change / corrigendum / extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.
 - viii. The tender form/bidder documents may be downloaded from the website: <https://eprocure.gov.in/eprocure/app> . Online submission of Bids through Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) is mandatory. Manual bids shall not be accepted.
 - ix. 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.
 - x. 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 Ministry reserves the right to accept or reject any or all the tenders.
1. All duties, taxes and other levies payable by the Contractor under the Contract shall be included in the total price. As JCB services are availed by IIHR for Agricultural operations like Land leveling, filling, making bunds, furrows etc., **IIHR will make efforts from GST authorities to get exemption. In case, the concerned authorities do not agreed, applicable GST will be reimbursed / paid to the firm.**
 2. The Rates quoted by the Bidder shall be valid at least for a period of **one year**.
 3. The rates quoted by the bidder shall be fixed for the duration of the Contract and shall not be subject to adjustment on any account.
 4. Each Bidder shall submit only one Quotation.
 5. Notwithstanding the above, the Employer 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.
 6. No advance or part payment will be given. Payment will be arranged only after Satisfactory completions of the work duly certified by the Farm Management unit of IIHR.

7. The Successful Bidder shall have to deliver the performance security either by a Bank Guarantee or a Bank Draft in favour of the Employer for an amount of Rs. 25,000/-. The Performance Security shall be valid till the expiry of the total period 15 months from the date of issue of work order.
8. Income-tax at the rate of 2.06% will be deducted from the bill of the executing agency / contractor.
9. Penalty will be imposed at 0.50% per week maximum of 10% of the total cost of work, if services are not completed within scheduled time or mutually extended period, if there are any valid reasons. The Director, IIHR, may cancel the contract and take recourse to such other action as deemed appropriate once the total amount of liquidated damages exceeds 10% of the contract value.

10. Eligibility Criteria:-

- 1.Firms / Agencies / Contractors registered with KPWD / CPWD / Indian Railways / firms providing services to major construction companies like Gamon, HCL, Nagarjuna, L&T etc.,
- 2.Copy of registration with KPWD / CPWD / Indian Railways / works orders from major infrastructure / construction companies.
- 3.IT returns for 2 years i.e. for 2015-16 & 2016-17 or 2016-17 & 2017-18.
- 4.Bank Details, b.GST copy, c.PAN copy.

The Tenderers are required to furnish the following undertaking.

- I. We agree to all terms and conditions of your tender enquiry.
- II. We have furnished all the information, as required in the tender enquiry and attached the relevant documents.

(In case Tenderer desires to put some additional/modified stipulations, terms and conditions etc. the same may be clearly indicated).

We confirm that our offer will remain valid for acceptance for one year from the date of issue of order.

Sd/-
(G.G. HARAKANGI)
CHIEF ADMINISTRATIVE OFFICER

Annexure-I

FINANCIAL BID

| SL.NO. | BRIEF DESCRIPTION OF THE WORKS | Rate | GST | Total |
|--------|---|----------|-----|----------|
| 1. | Hiring of JCB Services for Field / Farm operations. | Per hour | | Per hour |

ANNEXURE-II

INSTRUCTIONS FOR ONLINE BID SUBMISSION:

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <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 "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their userID / password and the password of the DSC / eToken.

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 formats. Bid documents may be scanned with 100 dpi with black and white option.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS:

- 1) 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.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the 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.

- 4) The serve 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.
- 5) 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.
- 6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) Upon the successful and timely submission of bids, 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.
- 8) 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.

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. The contact number for the helpdesk is 1800 233 7315.

For any technical related queries please call the Helpdesk, Mobile Number -

+91 8826246593 Tel: The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002.

E-mail: support-eproc[at]nic[dot]in

Note: Bidders are requested to kindly mention the URL of the Portal and Tender Id in the subject while emailing any issue along with the Contact details.

Sd/-
(G.G. HARAKANGI)
CHIEF ADMINISTRATIVE OFFICER

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/ 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)