



भाकृअनुप-राष्ट्रीय पशुरोग जानपदिक एवं सूचना विज्ञान संस्थान
ICAR-National Institute of Veterinary Epidemiology and Disease Informatics

रामगोंडनहल्ली, येलहंका, बेंगलूरु - 560064

Ramagondanahalli, Post Box No: 6450, Yelahanka, Bengaluru - 560064

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F. No: 5/476//P&S/NIVEDI/2017-18

Dt: 25.09.2018

NOTICE INVITING TENDER THROUGH E-PROCUREMENT

National Institute of Veterinary Epidemiology and Disease Informatics (NIVEDI) is a public funded Research Organization under Indian Council of Agricultural Research, Department of Agricultural Research and Education, Ministry of Agriculture and Farmers Welfare, Government of India.

Online Bids are invited from the interested bidders under Single bid system **for procurement of Purchase of Desktop Computers** at National Institute of Veterinary and Disease Informatics, Ramagondanahalli, Yelahanka, Bengaluru- 560064. Manual bids shall not be entertained at all. Tender documents may be downloaded from e-Procurement website of CPPP <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATA SHEET as Under:

| | |
|--|--|
| Tender No | F. No. 5/476//P&S/NIVEDI/2017-18 |
| Date and Time for Issue/Publishing | 25.09.2018 at 6:00 PM |
| Document Download/Sale Start Date & Time | 25.09.2018 at 6.00 PM |
| Bid Submission Start Date and Time | 25.09.2018 at 6:00 PM |
| Bid Submission End Date and Time | 15.10.2018 at 16:30 PM |
| Date and Time for Opening of Bids | 17.10.2018 at 11:00 AM |
| Address for Communication | Director, National Institute of Veterinary and Disease Informatics , Ramagondanahalli, Yelahanka, Bengaluru- 560064 |

Administrative Officer.

INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. The tender form/bidding 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/Offline bids **shall not be accepted** under any circumstances.
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. This institute reserves the right to accept or reject any or all the tenders.
4. An earnest money deposit (also known as bid security) of **Rs.8,000/-** (Rupees Eight thousand only) must be deposited in the form of Demand draft/Pay order (not cheque) drawn in favour of “ICAR Unit, NIVEDI” Payable at Bengaluru on or before the last date/time of filing/submission of the online bids on the portal. The tenders will not be considered if the earnest money deposit is not enclosed with the tender. The original demand draft should be submitted to the Administrative Officer on or before the due date. However, the bidder has to upload scan copies of Pay orders/Demand draft of Earnest money deposit with online e-ender. The online tenders received without scan copies of prescribed EMD will not be considered. The bidder has to submit earnest money deposit except those who are registered with the National Small Industries Corporation (NSIC). The EMD of all the unsuccessful bidders will be refunded after the contract has been awarded to the successful bidder without any interest thereon. The earnest money will be liable to be forfeited in case the successful bidder refuses to accept the contract immediately.
5. Bidder need not to come at the time of Technical bid as well as financial bid opening at ICAR-NIVEDI. They can view live bid opening after login on e-Procurement Portal at their remote end. If bidder wants to join bid opening event at ICAR-NIVEDI then they have to come with bid acknowledge slip that generates after successfully submission of online bid.

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

●**TECHNICAL BID:**

- a) Scanned copy of Earnest Money Deposit (EMD)/its exemption, if any.
- b) Scanned copy of Firm's registration, Pan Card, TIN / GST No., Tender Acceptance Letter (Annexure-V).
- c) Scanned Copy of Annexure – II and IV duly signed and stamped.
- d) Scanned copy of audited balance sheet and IT returns for the last three years (**certified by the Chartered Accountant**) regarding firm's turnover of Rs.50 Lakhs per year or more during any three year out of last 5 years.
- e) Scanned Copy of Broucher / Catalogue duly attested and signed by the renderer.
- f) Scanned Copy of valid authorised dealer certificate, if the supplier is dealer to the manufacturer.

All the above documents must be scanned and uploaded failing which your tender will not be considered for technical evaluation.

●**FINANCIAL BID:**

- (a) Price Bid as BoQ_XXXX.xls

Administrative Officer

TERMS AND CONDITIONS

1. The tenderer shall quote rates, which will include the delivery and all other incidental charges. Taxes, if any should be indicated separately in the BOQ itself.
2. The rates should be quoted as per the BOQ uploaded on the CPP Portal (reference may be obtained from Annexure –III). 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 terms and conditions and remains L-1 for any particular items.
3. The firm must possess valid PAN, & GST Registration Number and a copy of the same must be uploaded on the portal while submitting bid.
4. Copy of the Turnover sheet in any three years out of last five years (certified by the chartered Accountant or self attested) should be uploaded to verify the turnover of the firm.
5. The firm should be in existence for over 03 (Three) years in the trade with the business turnover of not less than Rs.50 Lakhs per annum in any three years out of last five years. Documents to this effect may be uploaded while submitting bid.
6. Modification in the tender documents after the closing date is not permissible.
7. The successful firm shall have to supply the equipment within **45 days** from the date of confirmed supply order and if the materials are not supplied in time liquidity damages shall be levied @ 0.5% per week subjected to maximum of 10% of the order value. and suitable legal action will be taken against the firm and EMD/Security deposit shall be forfeited. The rates quoted shall be valid for 180 days from the date of opening of tender.
8. The contractor/bidder or his representative may contact the AAO (Admin) at Telephone No.080-23093102 for any further clarification. No variation in terms of quality of the items shall be entertained or else EMD/Security deposit shall be forfeited.
9. The Director, **National Institute of Veterinary and Disease Informatics, Ramagondanahalli, Yelahanka, Bengaluru- 560064**, shall have the right to reject all or any of the offers, accept more than one offer, and assign part of the job.
10. 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 and past performances.
11. Servicing should be available locally with ability to supply spare parts in Indian rupees for at least 10 years. A certificate should be enclosed failing which tender will be rejected without any reason.
12. Brochure claiming the specifications should be supplied with the quotation and should match with those listed in the manufacturer website failing which tender is liable for rejection.
13. The equipment installations along with contact details in **BENGALURU** may be provided.

14. The interested Firms are required to deposit (in original) an Earnest Money Deposit (EMD) in the form of Demand Draft from any of the Nationalised Bank in favour of **“ICAR UNIT-NIVEDI” Account payable at Bengaluru** may be addressed to **The Administrative Officer, National Institute of Veterinary and Disease Informatics, Ramagondanahalli, Yelahanka, Bengaluru- 560064**. No tender shall be considered without the Earnest Money Deposit. Demand Draft drawn in favour of other than **“ICAR UNIT-NIVEDI” Account payable at Bengaluru** 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.
15. Rates once finalized will not be enhanced during the period of the contract.
16. Successful bidder should deposit security deposit 10% of the quoted price after the issue of Purchase order.
17. 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.
18. The Director, ICAR-NIVEDI reserves the right to cancel the contract at any time during the currency period of the contract without giving any reason.
19. Any disputes arising out of this order will be subject to the jurisdiction Bengaluru District
20. Bid Validity: 180 days from the date of opening of tender.
21. The contract will be given to item-wise Least one (L-1).
22. 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.
23. **PAYMENT** 100% of the contract price on receipt of goods by the consignee supported by satisfactory installation/ working.

ANNEXURE-III

(Reference for BOQ) (To be quoted in format provided on CPP Portal)

Price bid Purchase of Desktop Computers at National Institute of Veterinary and Disease Informatics , Ramagondanahalli, Yelahanka, Bengaluru- 560064.

| Sl No | Name of the Item | Quantity | Per Unit/ Price* (In Figure/Words as per BOQ) |
|-------|------------------------------------|----------|---|
| 1 | Purchas of Desktop Computer | 8 Nos | |

•Tax extra as applicable should be indicated separately in the column provided.

Note: The above mentioned Financial Proposal/Commercial Bid format is provide 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 Financial Bid. **Bidder shall not tamper/modify download 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 renderer is liable to be banned from doing business with ICAR-NIVEDI.**



ANNEXURE- IV

Name of the Firm : _____

Registered / Postal Address : _____

| | | |
|---|--|--|
| 1 | Permanent Account Number (PAN) : | |
| 2 | Service Tax Registration No, if applicable | |
| 3 | BANK DETAILS: | |
| a | Bank Name | |
| b | Branch Address | |
| c | Account No | |
| d | Type of Account | |
| e | MICR No | |
| f | IFSC Code | |
| g | Contact phone no. | |

Date:

Name of the Authorized Signatory

Place:

Stamp & Signature

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

.....
.....

Sub: Acceptance of terms and conditions of tender.

Tender Reference No.:

Name of tender/work:- _____

Dear Sir,

1. I/we have downloaded / obtained the tender documents(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), schedules(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 has 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/ Central Autonomous Bodies.
6. I/we certify that all information furnished by the our Firm is true and correct and in the event 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)

INSTRUCTION FOR ONLINE BID SUBMISSION:

The bidders are requested to submit soft copies of their bids electronically on the CPP Portal, using valid user ID and 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:

- Bidders are required to enrol 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 Enrolment”** on the CPP Portal which is free of charge.
- As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 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.
- 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 / eMudhraetc.), with their profile.
- 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.
- 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:

- 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.
- 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.
- 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:

- Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 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 deviation from these may lead to rejection of the bid.**
- 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. Documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 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, TIN, Annual Turnover details, 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:

- 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 date & time. Bidder will be responsible for any delay due to any issues/ reason.
- The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- Bidder has to select the payment option as “Online” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 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 and time of bid submission or as specified in the tender documents. Then 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.

- Bidders are requested to note that they should necessary 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 changes. 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.**

- The server time (which is displayed on the bidder's 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.
- 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.
- The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 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.
- 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:

- 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.



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ANNEXURE-VII

DETAILS OF EARNEST MONEY DEPOSIT (BID SECURITY)

PAYABLE FOR DESKTOP COMPUTERS TENDER

| Sl No | Purchase of Item | Qty | EMD in INR | File No. For Reference |
|-------|-------------------------------|-----|------------|------------------------|
| 1 | Purchase of Desktop Computers | 08 | 8,000/- | 5-476/P&S/NIVEDI/18-19 |



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ANNEXURE -VIII

TECHNICAL SPECIFICATIONS

Item: Desktop Computer Branded (8 Nos)

Specifications:

| | |
|------------------|--------------------------------------|
| Processor | Core i5 (7 th Generation) |
| Type | Desktop PC Branded |
| HDD Capacity | 1TB |
| Operating System | Windows 10 Professional |
| RAM Size (GB) | 4/8, 2400MHz, DDR4 |
| Graphics Type | Integrated |
| Monitor | 18.5/19.5 LED |