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http://dopr.gov.in



भाकृअनुप - भारतीय तेल ताड़ अनुसंधान संस्थान
ICAR-Indian Institute of Oil Palm Research
(An ISO 9001:2008 Certified Institute)

पेदवेगी-534 450, पश्चिमी गोदावरी जिला, आंध्र प्रदेश, भारत
Pedavegi-534 450, West Godavari District, Andhra Pradesh, India



TENDER DOCUMENT (Two Bid system)

**For SUPPLY OF CHISELS & ALUMINIUM HARVESTING POLES
WITH SICKLE**

Tender Enquiry No: 40/Ag.Extension/2018-19

Tender published at Website:

<https://eprocure.gov.in>

<http://dopr.gov.in>

CPPP Helpline No : 1800-3070-2232, 0120-4200462 0120- 4001002



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Pedavegi-534 450, West Godavari District, Andhra Pradesh, India



E-TENDER NOTICE

F. No. 40/Ag.Extension/2018-19

Dt.12.02.2019

Sub: Tender for "supply of Chisels & Aluminium Harvesting Poles" at **IIOPR, Pedavegi.**

1. The Director ICAR-Indian Institute of oil palm Research, IIOPR invites online **OPEN TENDER IN TWO BID SYSTEM** through e-tendering method from reputed Suppliers / Traders / Manufacturers / Authorised Distributors with adequate experience and financial capability for supply of "**Chisels & Aluminium Harvesting Poles with Sickle**" at ICAR-IIOPR. Eligible Suppliers / Traders / Manufacturers / Authorised Distributors may submit tenders/bids online of CPP Portal (<http://eprocure.gov.in/eprocure/app>.) from **12.02.2019 to 04.03.2019** up to 3.00 p.m. Tenders are required to submit all other documents online before tender closing date.
2. The tender form/bid documents may be downloaded from the <https://eprocure.gov.in/eprocure/app> and our website www.dopr.gov.in. **Online submission of Bids through Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) is mandatory.** Manual/Offline bids shall not be accepted in any circumstances.
3. IIOPR will not be responsible for any delay in enrolment or submission of the offer/uploading the offer on above mentioned e-procurement portal for any reason whatsoever. Hence vendors are advised to register in the e-procurement website <https://eprocure.gov.in> & enrol their Digital Signature Certificate (Class – III) and upload their quotations well in advance to avoid last minute problems.
4. Any Corrigendum about extension of date in respect of above tender shall be issued on our website www.dopr.gov.in and website <https://eprocure.gov.in> only and no separate notification shall be issued in the press. Bidders are therefore requested to regularly visit our website to keep themselves updated.
5. The Director, IIOPR, Pedavegi may at his/her discretion, extend this date by a fortnight and such extension shall be binding on Tenderers.
6. The Director, IIOPR, Pedavegi-534 450 reserves the right to accept or reject any or all the tenders either in full or in parts without assigning any reason.
7. Link: eprocure.gov.in

8. The rates quoted shall be valid for a period of 90 days from the date of submitting the bids.

9. Estimated cost of the items is **Rs. 14,68,500/-** approximately.

10. **CRITICAL DATA SHEET (SECTION)**


Tender Number	40/ Ag.Extension/ 2018-19
Description of work	Tender for supply of " Chisels & Aluminium Harvesting Poles with Sickle " at IIOPR, Pedavegi-534 450
Type of Tender Bid submission Start Date and Time	12.02.2019 at 3.00 p.m to onward
Bid Submission End Date and Time	04.03.2019 up to 3.00 p.m
Date and time of opening Tenders	05.03.2019 at 3.00 p.m
Bid Validity	90 days of bid opening
Tender Fee	Rs.1000 (Rupees one thousand only) may please remitted through NEFT/RTGS to ICAR UNIT IIOPR Pedavegi, A/c No.448055144, IFSC Code. IDIB000N063 MICR Code.534019002, Indian Bank, NR.Peta, Eluru. A copy of the payment transaction should be uploaded as PDF. Suppliers / Traders / Manufacturers / Authorised Distributors having NSIC exemption certificate are exempted from Tender Fee. However, an undertaking with copy of valid NSIC certificate to be submitted for such claim for scrutiny and verification.
EMD	Rs.30,000/- (Rupees thirty thousand only) may please remitted through NEFT/RTGS to ICAR UNIT IIOPR Pedavegi, A/c No.448055144, IFSC Code. IDIB000N063 MICR Code.534019002, Indian Bank, NR.Peta, Eluru. A copy of the payment transaction should be uploaded as PDF. Suppliers / Traders / Manufacturers / Authorised Distributors having NSIC exemption certificate are exempted from EMD. However, an undertaking with copy of valid NSIC certificate to be submitted for such claim for scrutiny and verification.
Security Deposit	10% of the total contract value shall be deposited to Director, IIOPR, Pedavegi within 15 days from the date of delivery.
Submission of Bids	Online bids uploaded on CPP Portal (http://eprocure.gov.in/eprocure/app) for 12.02.2019 to 04.03.2019 up to 3.00 p.m.
Details of tender	Tender Documents and Notice in also available on IIOPR website (www.dopr.gov.in)

11. Specification of the items to be supplied and other requirements connected to the supply, including formats of the bids, terms and conditions of the contract etc., are enclosed to this Tender Invitation, as per the following details:

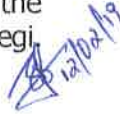
1.1	Letter of Invitation	ANNEXURE – I
1.2	Specification of the Items	ANNEXURE – II
1.3	Terms & Conditions	ANNEXURE – III
1.4	Check list for Bid Evaluation	ANNEXURE – IV
1.5	Certificate to be given as part of Bid	ANNEXURE – V
1.6	Financial Bid (BoQ)	ANNEXURE – VI

12. The entire tender document including all Annexures, except the Financial Bid (Annexure VI) will be part of the Bid which also must contain the scanned copy of EMD document and all other requisite documents called for in the tender. **All the documents are to be uploaded on CPP Portal (<http://eprocure.gov.in/eprocure/app>) Please quote your rates in BOQ excel file, save the file and upload the same along with documents, Tender fee, EMD etc.** Special instructions to the Bidders for the e-submission of the bids online through this e-Procurement Portal can be downloaded from CPP Portal <http://eprocure.gov.in/eprocure/app>).

Yours faithfully,



Asst. Admn. Officer
For and on behalf of the
Director IIOPR, Pedavegi



ANNEXURE -I

Note: All communications must be addressed to 'The Director', IIOPR, Pedavegi.

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING THE CONTRACT towards supply of "**Chisels & Aluminium Harvesting Poles with Sickle**" AT IIOPR, PEDAVEGI.

LETTER OF INVITATION

From:

*The Director
IIOPR, Pedavegi.*

To

Dear Tenderer/Sir (s),

Online bids are hereby invited on behalf of the Director, IIOPR, Pedavegi-534450 for supply of "**Chisels & Aluminium Harvesting Poles with Sickle**" AT IIOPR, PEDAVEGI -534450. The terms and conditions of the contract are detailed in the tender document. Please submit your offer if you are in a position to supply the items in accordance with the requirements stated in the attached Annexures. Please **submit your financial bid online and all other documents before tender closing date.**

- 1) Non-transferable tender document containing details for supply of "**Chisels & Aluminium Harvesting Poles with Sickle**" at ICAR-IIOPR, Pedavegi and its premises, terms & conditions of contract, etc., can be obtained from the office of the ICAR- Indian Institute of Oil Plant Research, Pedavegi – 534450 (AP) on payment of Rs.1000.00 (non refundable), by cash / swiping payable at Office of ICAR-IIOPR, Pedavegi on all working days during Office hours (09:30 to 16:30 hours). The tender document can also be downloaded from IIOPR's web site (www.dopr.gov.in) / Central Public Procurement Portal web site (www.eprocure.gov.in) at free of cost. The tenderers, who have downloaded the tender document from online websites, are not required to submit tender fee cost.
- 2) An earnest money of **Rs.30,000/- (Rupees thirty thousand only)** must be deposited online **ICAR UNIT IIOPR, A/c No. 448055144, IFSC Code. IDIB000N063, Indian Bank, N.R.Pet, Eluru**. The particulars of the earnest money deposited must also be uploaded with the tender documents. The tenders will not be considered if earnest money is not deposited with the tenders. The EMD shall be refunded to unsuccessful bidders without paying any interest by IIOPR.

- 3) The Suppliers / Traders / Manufacturers / Authorised Distributors after submitting tender, will not be permitted to withdraw their offer or modify the terms and conditions thereof. If the Supplier / Trader / Manufacturer / Authorised Distributor fails to observe and comply with the foregoing stipulation, EMD will be forfeited. In the event of the offer made by the Suppliers / Traders / Manufacturers / Authorised Distributors not being accepted, the amount of EMD will be refunded, in the manner prescribed by the IIOPR.
- 4) Director, IIOPR reserves the right to reduce or terminate the contract for supply of items or to extend its duration in the interest of the Director IIOPR, for any justifiable reasons, not mandatory to be communicated to the Tenderer. His/her decision will be final for any aspect of the contract and binding on parties. Disputes arising, if any, on the contract will be settled at his level and will not be referred to arbitration.
- 5) Acceptance of the offer will be communicated by Email/Fax/Letter or any other form of communication. Formal letter of acceptance and supply order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the email/fax/letter should be acted upon immediately.
- 6) Bill payment will be made after receipt and acceptance of materials in good working condition within the delivery period.
- 7) Essential documents required for technical evaluation of bids are detailed in **ANNEXURE IV.**

Yours faithfully,



Asst. Admn. Officer

For and on behalf of the
Director IIOPR, Pedavegi.



ANNEXURE-II

Specification of the items:

1. The Director, IIOPR, Pedavegi requires the items of "**Chisels & Aluminium Harvesting Poles with Sickle**" at IIOPR, Pedavegi from reputed Suppliers / Traders / Manufacturers / Authorised Distributors having experience in supply of similar items.
2. (A) Details of items

SI.No	Item Description	Quantity
1	5 Inch Chisel head with 5 feet long handle (GI hallow Pipe)	15 Nos
2	10 Feet Aluminium Harvesting Poles (10') attached with sickle with sickle holder, Hand grip and end cap	25 Nos
3	20 Feet Telescopic Aluminium Harvesting Poles (10+10') attached with sickle with sickle holder, Double clamp, Hand grip and end cap	255 Nos
4	26 Feet Telescopic Aluminium Harvesting Poles (13+13') attached with sickle, with sickle holder, Double clamp, Hand grip and end cap	10 Nos
5	33 Feet Telescopic Aluminium Harvesting Poles (16.5 + 16.5') attached with sickle, with sickle holder, Double clamp, Hand grip and end cap	5 Nos

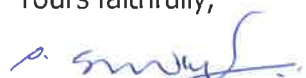
N.B. : The price bid should be submitted on- line in the "BOQ format of Excel file" only as available in the Tender Notice in CPP Portal (<http://eprocure.gov.in>).

TERMS & CONDITIONS

1. Quote best minimum prices applicable for an Agricultural Research Institutions, leaving no scope for any further negotiations on offered price.
2. The Bid uploaded on the portal must contain the scanned copy of EMD and all other requisite documents called for in the tender. Bid is to be uploaded on CPP Portal (www.eprocure.gov.in/eprocure/app). Special instructions to the Bidders for the e-submission of the bids online through this e-Procurement Portal can be downloaded from CPP Portal (www.eprocure.gov.in/eprocure/app).
3. No conditional bid will be accepted. The EMD will be refunded to the unsuccessful bidders as soon as practicable after a final decision has been taken on the Tender and to the successful bidders after furnishing the required Security Deposit for the contract.
4. The tender must be in the prescribed formats only and shall be accompanied with all other necessary documents. The cost of the items to be charged has to be indicated in Indian Rupees both in words and figures (in the prescribed proforma of Financial Bid) and there shall be no correction or overtyping etc. The offers with any corrections/deviation in prices with words/figures shall be summarily ignored. The conditional offer (s) shall, in no case, be accepted.
5. Income Tax (TDS) / GST, as applicable, shall be deducted from the Bills payable by this office and would be directly remitted to the government exchequer as per Government of India orders in force and as amended from time to time. However, copies of challans for said Tax Deductions at Source would be provided to the contractor.
6. The supply order shall be issued to a single Supplier / Trader / Manufacturer / Authorised Distributor whose consolidated bid value is lowest meeting all the specifications for supply of the items and fulfilling all the terms and conditions of the tender, with specific reference to the essential condition relating to the availability of requisites infrastructure/facilities and experience of similar nature.
7. The Bidder must possess a valid registration, PAN Number, Goods & Service Tax Registration etc (as applicable) at the time of bidding and Bidder should provide copy of the same along with the bids.
8. The past performance of the bidders with user Departments will be important criterion in evaluating the bid. The Director, IIOPR reserves the right to reject all or any of the quotations, and decision of the Director, IIOPR in the matter shall be final and binding.
9. The successful bidder shall have to deposit **10%** of the total bid amount as Security Deposit and within the time frame indicated by the IIOPR.
10. The tendering Supplier / Trader / Manufacturer / Authorised Distributor have to carefully go through the Tender for the supply of required items / materials. The Tenderer may, at their own interest and cost, visit IIOPR, Pedavegi before submitting the bid. For any clarification (s) as to the tender/specification of the materials, the prospective bidders may contact the **Principal Scientist of Agricultural Extension, IIOPR, Pedavegi-534450** over phone or with prior appointment on any working day between 10.00 a.m to 4.00 p.m.

11. No interest on Security Deposit and Earnest Money Deposit shall be paid by the IIOPR to the tenderer.
12. The Supplier / Trader / Manufacturer / Authorised Distributor is being permitted to give tenders in consideration of the specifications of the items on his part that after submitting his tenders, he will not rescind from his offer or modify the terms and conditions thereof. If the tenderer fails to observe and comply with the foregoing stipulation the EMD will be forfeited by the Director, IIOPR. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him, in the manner prescribed by the Director, IIOPR.
13. The Security Deposit shall be valid till all contractual obligations are fulfilled by the Supplier and same shall be released **after warranty period** on receipt of satisfactory performance report from the user / indenter and on receipt of request letter from the supplier. The Security Deposit shall stand forfeited in case of cancellation of the contract for any breach of contract or for any defect noticed during the period of the warranty / contract.
14. The Tenderer are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the tenders is not fully filled in. Person signing the tenders or other documents must ensure that he is an authorized person on behalf of the firm to do so. The person signing the tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the person so signing had no authority to do so, the IIOPR shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. **Each page of the tenders and the schedules to the tenders and annexures, if any, should be signed by the Tenderer.**
15. Acceptance by the IIOPR will be communicated by FAX, email, Speed Post or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX, email/Speed Post letter etc. should be acted upon immediately.
16. The delivery period is the crucial point of the supply hence it must be supplied at the desired location within delivery period mentioned in the order from the date of issue of Supply Order unless extended with / without penalty.
17. The tenderers shall give a warranty of satisfactory performance of the unit / items offered by them up to a period of 12 months from the date of receipt of items and acceptance by IIOPR.
18. In case of delay in supply of required items / materials, penalty as per GFR 2017 shall be applied on the value of the order subject to operation of Force Majeure.
19. In case of successful bidder does not accepted the work order within 15 days, the offer made shall be deemed to be withdrawn without any notice and EMD will be forfeited.
20. Details of essential documents required for evaluation of bids are provided in **Annexure IV**.
21. Any dispute arising out of and in relation to this contract shall be referred the Director, IIOPR. His decision will be binding on the contract supply.

Yours faithfully,


Asst. Admn. Officer

For and on behalf of the
Director IIOPR, Pedavegi



TENDER FOR THE SUPPLY OF
"Chisels & Aluminium Harvesting Poles with Sickle" at IIOPR, Pedavegi - 534 450

Full Name & Address of the Tenderer in addition of Post/Box No., if any, should be quoted in all communications to this Office	:	
Telephone No.	:	
Telegraphic Address/FAX/Cellular No.	:	
E-Mail address	:	

From

To

The Director,
 IIOPR, Pedavegi

I/we have read all the particulars regarding the General information and other terms and conditions of the contract towards supply of **"Chisels & Aluminium Harvesting Poles with Sickle" at IIOPR, Pedavegi - 534450** and agree to deliver as per details in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in Annexure-IV, Schedule-I to this Tender and I/we agree to hold this offer open till 90 days. I/We shall be bound by a communication acceptance dispatched within the prescribed time.

1. I/We have understood these terms and conditions for the contract and shall supply the items / materials strictly in accordance with the specifications.
2. The following pages have been added to and form a part of this Tender for supply of **"Chisels & Aluminium Harvesting Poles with Sickle"** at IIOPR, Pedavegi-534450. The Schedule I to accompany this Tender are at pages_____
3. Every page so attached with this Tender bears my Signature and the office seal.
4. Payment through NEFT/RTGS Transaction reference vide No _____ Dt: _____ of **Rs.** _____ to ICAR UNIT IIOPR Pedavegi, A/c No.448055144, IFSC Code. IDIB000N063 MICR Code.534019002, Indian Bank, NR.Peta, Eluru is done towards Earnest Money Deposited as required.

Witness: _____

Address: _____

Occupation: _____

Signature of witness to supplier's signature

Address:

Name & Signature of witness:

Address:

Signature & Seal of the Tenderer

Telephone No. (Office):

Telephone No. (Resi.):

Mobile No.:

ANNEXURE IV

SCHEDULE – I

CHECK LIST FOR BID EVALUATION

S.No.	Documents Required	Upload the Scanned Copy
A (i)	Copies of supply orders of same/similar nature of items that were received from Central Govt. Establishments/Autonomous bodies of Govt. of India/Corporations of Govt. of India/Reputed Public or Private Organizations/ICAR Institutes.	PDF
(ii)	If no same / similar nature of items have been supplied to Govt. Establishments/Autonomous bodies of Govt. of India/Corporations of Govt. of India/Reputed Public or Private Organizations/ICAR Institutes, please submit an Undertaking stating that <i>'we certify that neither we nor our agency (wherever applicable) has sold same / similar items to Govt. Establishments/Autonomous bodies of Govt. of India/Corporations of Govt. of India/Reputed Public or Private Organizations/ICAR Institutes.</i>	PDF
B	Copy of PAN/GST Registration Number (as applicable)	PDF
C	Online Transaction copy of Tender Fee (Rs.1,000/-) and EMD of Rs.30,000/-	PDF
D	Self certificate of not being black listed by other Central Govt. Establishments/Autonomous bodies of Govt. of India/Corporations of Govt. of India/Reputed Public or Private Organizations/ICAR Institutes in the past.	PDF

NOTE

1. Copies of all necessary documents duly self-attested must be attached for the purpose of Technical Evaluation.
2. Only those Suppliers / Traders / Manufacturers / Authorised Distributors that qualify the technical bid shall be considered for opening of the **FINANCIAL BID**.

SIGNATURE OF THE TENDERER WITH STAMP

SCHEDULE-II

SCHEDULE TO TENDERS:

a)	Name of the Supplier / Trader / Manufacturer / Authorised Distributor	:
b)	Full address with Post Box No. e-mail and Telephone No. if any.	:
e)	Name and full Address of your Bankers	:
f)	Any other relevant information	:

Date:

Place:

AUTHORISED SIGNATORY

ANNEXURE-V

(CERTIFICATE TO BE GIVEN ON LETTER HEAD AS PART OF TECHNICAL BID)

To

The Director
IIOPR, Pedavegi-534 450

Sir,

It is confirmed that I/we have fully understood the specification of the items and all other requirements for supply of **"Chisels & Aluminium Harvesting Poles with Sickle" at IIOPR, Pedavegi -534450.**

1. I/ We have understood the requirement of items by going through the tender document and/by visiting the campus (at IIOPR, Pedavegi). I/We gathered all information needed to understand the requirement of this contract supply as per the details given in the prescribed Annexures of the Tender documents.
2. I/We hereby agree that Bill payment will be done within 30 days after supply of the items against receipt of the items in good working condition and acceptance of the same by IIOPR at the desired location within the delivery period.
3. I/We hereby agree to the Terms and Conditions of the Contract as detailed in the tender documents.
4. I/We undertake that the documents enclosed herewith are genuine and no material/facts have been concealed or suppressed.
5. I/We are not blacklisted by any Government organization in the supply of relevant items of **"Chisels & Aluminium Harvesting Poles with Sickle" at IIOPR, Pedavegi -534450.**
6. We also understand that the contract is liable to be cancelled if found to be obtained through fraudulent means or by concealment of information/facts.
7. This offer is made to be valid for acceptance by IIOPR within **90 days** from the date of opening of the technical bid.

**(Signature of authorized representative of the Supplier)
Stamp/Seal of the supplier**