



भाष कष अष पष . पुषुष वलषुन अनुसंधान नलदेशालय
वृषल मंहलवलदुधललय परलसर, शलवलषल नगर, पुषुने-411005
I.C.A.R. - Directorate of Floricultural Research
College of Agriculture Campus, Shivaji Nagar, Pune-411005
Ph 020-25537024 Email: aodfr@yahoo.com ao.dfr@yahoo.com



**STANDARD ONLINE BIDDING (E-PROCUREMENT MODE) DOCUMENTS FOR
PURCHASE OF EQUIPMENT**

**Document to be submitted for online (Technical & Financial Bid as per Schedule of
requirement)**

NOTICE INVITING ON LINE TENDER

File No. 29-32/2018-19-DFR

The ICAR-Directorate of Floricultural Research (ICAR-DFR) is a public funded Research Organization under the Indian Council of Agricultural Research, Department of Agricultural Research and Education, Ministry of Agriculture and Farmers Welfare, Government of India. The Director, ICAR- DFR, Pune, India, for and on behalf of the Secretary, ICAR invites e-tenders through the website URL:<http://eprocure.gov.in/eprocure/app> under two bid systems from eligible and qualified bidders for supply of the following goods.

CRITICAL DATA SHEET (SECTION)

TENDER NUMBER	29-32/2018-19/DFR
TENDER COST	Rs.500/- (Rupees Five Hundred Only) (Non-refundable) in the form of Demand Draft/Bankers Cheque in favour of Director, DFR, Pune, payable at Pune.
DESCRIPTION OF WORK	INVITATION OF TENDER AND INSTRUCTIONS CONTAINING Purchase of Mini Tractor at ICAR – Directorate of Floricultural Research, College of Agriculture, Shivaji Nagar, Pune – 411 005(Maharashtra)”
TYPE OF TENDER	Two Bid System (Technical & Financial)
BID SUBMISSION START DATE AND TIME	18.12.2018 06.00 PM onward
BID SUBMISSION END DATE AND TIME	09.01.2019 upto 11.00 AM
DATE AND TIME OF OPENING OF TECHNICAL BID	10.01.2019 at 12:00 PM
PRE-BID MEETING	26.12.2018 at 11:00 AM
DATE AND TIME OF OPENING OF FINANCIAL BID	To be notified later only to those firms who qualify in the technical bid process.
OPENING OF BIDS	ICAR – DIRECTORATE OF FLORICULTURAL RESEARCH COLLEGE OF AGRICULTURE CAMPUS, SHIVAJI NAGAR, PUNE – 411 005, MAHARASHTRA
BID VALIDITY	120 days from the date of Technical Bid opening

EMD	Rs.13,000/- (Rupees Thirteen Thousand Only) in the form of DemandDraft/Bankers Cheque in favour of Director,DFR , payable at Pune.
EMD VALIDITY	90 days from the date of Technical bid opening
SECURITY DEPOSIT (SD)/PERFORMANCE BOND	5% of the total contract value (Annually)/Bank guarantee /FDR in favour of Director,DFR, Pune
VALIDITY OF SD/PB	60 days after the expiry of the contract/warranty period
SUBMISSION OF BIDS	Online bids (Technical & Financial) uploaded on CPP Portal (www.eprocure.gov.in/eprocure/app) from 18.12.2018 to 09.01.2019 upto 11.00 AM. Hard Copy of the EMD, Tender Fees to be submitted to ICAR – DIRECTORATE FLORICULTURAL RESEARCH, COLLEGE OF AGRICULTURE CAMPUS, SHIVAJI NAGAR, PUNE – 411 005, MAHARASHTRA before the closing date and time of the tender i.e 09.01.2019 upto 11:00 AM.
Details of tender	Tender Documents and Notice is also available on ICAR-DFR website https://dfr.icar.gov.in

Details of Item:-

Sl No	Name of Equipment	Quantity	EMD (In Rs)	Place of Delivery
1	Mini Tractor	01	13,000.00	ICAR-DFR, Pune

IMPORTANT NOTES:-

1. Tender Documents can be downloaded from the ICAR-DFR website <https://dfr.icar.gov.in/> or from the Central Public Procurement Portal URL:<http://eprocure.gov.in/eprocure/app>. Bidders should enroll/register in the e-procurement module of Central Public Procurement Portal through the website: URL:<http://eprocure.gov.in/eprocure/app> for participating in the bidding process. Bidders should also possess a valid Digital Signature Certificate (DSC) for online submission of bids.
2. **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.**
3. EMD defined on the Portal is MINIMUM i.e. Rs. 13,000/- (Rupees Thirteen Thousand only) as indicated in the EMD column of the above table. The EMD should be submitted separately for each equipment.
4. ICAR-DFR 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 URL:<http://eprocure.gov.in/eprocure/app> and enroll their Digital Signature Certificate and upload their quotation well in advance.
5. 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.
6. ICAR-DFR reserves the right to accept/reject any or all the tenders in part/full without assigning any reason thereof.

Place: Pune
Date: .12.2018

Administrative Officer (I/c)
For Director, ICAR-DFR



भाकृअणप . पुष्प विज्ञान अनुसंधान निदेशालय
कृषि महाविद्यालय परिसर, शिवाजी नगर, पुणे-411005
I.C.A.R. - Directorate of Floricultural Research
College of Agriculture Campus, Shivaji Nagar, Pune-411005
Ph 020-25537024 Email: aodfr@yahoo.com ao.dfr@yahoo.com



INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. 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/eprocure/app>). The bidders are required to submit copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates.

More information useful for submitting the online bids on the CPP Portal is available/obtained at URL:<http://eprocure.gov.in/eprocure/app> . Manual/offline bids shall not be accepted under any circumstances.

For Registration

2. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
3. Foreign Bidders have to refer "DSC details for foreign Bidders" for Digital signature Certificates requirements which comes under Download Tab at <http://eprocure.gov.in/eprocure/app?page=Standard> Bidding Documents&service=page and the remaining part is same as above and below.
4. The intending Tenderer, in case of Authorized Distributor/ Authorized Dealer shall possess valid authorized Distributorship /Dealership license from Original Equipment Manufacturers. The tenderer shall enclose the copy of the same as PDF file in Cover-I of e-tender while submitting the tender.
5. The equipment shall be in compliance with the specifications mentioned in Annexure -I of the tender and shall be of the latest technology, best quality and high standards.
6. Any optional accessories/ tooling, besides the standard equipment recommended for the better performance of the equipment, if offered, be provided with their full technical details including their use and advantage in a separate sheet with the tender documents.
7. No extra payment shall be paid on account of any discrepancy in nomenclature of items.
8. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tender estipulate any condition of his own, such conditional tender is liable to be rejected.
9. Director, ICAR-DFR, reserves the right to reject any tender/bid wholly or partly without assigning any reason.
10. The Technical Committee constituted by the Director, ICAR-DFR shall have the right to verify the particulars furnished by the bidder independently.

11. Tenderer shall take in to account all costs including installation, commissioning, cartage etc. for giving delivery of material at site i.e. ICAR-DFR, Pune be for quoting the rates. In this regard no claim for any extra payment for any reason shall be entertained.
12. The item should be delivered at ICAR-DFR, Pune and the supplier shall be responsible for any damage during the transit of goods.
13. All the tender documents & price bid to be up loaded as per this tender are to be digitally signed by the bidder.
14. All the communications with respect to the tender shall be addressed to:
The Director, ICAR-DFR, College of Agriculture Campus, Shivajinagar, Pune - 411005.

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

1. TECHNICAL BID

1. Self Attested copy of valid Authorized Dealership / Supplier
2. Self Attested copy of previous supply in Central Govt. establishment Autonomous Body of GOI/Corporation of Govt./Reputed public or Pvt. Organization to be provided in the tabular form
3. Self Attested copy of GST registration Certificate issued by Govt.
4. Self Attested copy of copy of the latest Income Tax Return & PAN card
5. Tender Acceptance letter (Annexure-IV), Questionnaire (Annexure-V) and Bank Details (Annexure – II)
6. Self attested Copy of EMD & Tender Fee
7. Compliance of Technical specification and supporting documents/brochures (if necessary).
8. Certificate about non blacklisting as mentioned in Annexure - III

1. FINANCIAL BID

- a. Price Bid as BoQ.xls

ADMINISTRATIVE OFFICER (I/c)
ICAR – DIRECTORATE FLORICULTURAL RESEARCH
COLLEGE OF AGRICULTURE CAMPUS,
SHIVAJI NAGAR, PUNE – 411 005
MAHARASHTRA
Tel...020-25537024 . 25537692. Fax: 020-29710088
Website.... **dfr.icar.gov.in**

TERMS AND CONDITIONS

1. The tenderer shall be interested bonafide and reputed manufacturers/Indian agents (on behalf of their foreign principals) may submit online bids for each of the above equipment along with all requisite documents and scanned copies of Tender Fee (in form of Demand Draft only) of Rs. 500.00 (Non-Refundable) in favour of “Director, DFR” payable at Pune.
2. The Bidder(s) may note that ONLINE BIDS will ONLY be accepted. All the requisite supporting documents as mentioned in the bid document should and must be uploaded On-line <http://eprocure.gov.in/eprocure/app>. The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted/ processed, in any case.
3. The bidders may submit duly filled and completed bidding document ONLINE as per instruction contained in the bidding documents. Incomplete bid shall be rejected. The conditions of tender shall be governed by the details contained in complete bid document.
4. The rates should be quoted as per the BOQ uploaded on the CPP Portal. Taxes, if any, should be indicated separately. The bidders are advised to download this BOQ.xls as it is and quote their offer/rates in the permitted column and upload the same in the Financial Bid. The Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tampered/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-DFR.
5. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time. The ICAR- DFR, Pune reserves the right to accept or reject any or all the tenders.
6. The firm must also possess valid PAN No., GST registration Number and a copy of the same must be uploaded in the Cover-1 of the E-tender.
7. Bid Validity: 120 days.
8. The detailed instruction for online submissions of bid(s) through e-procurement module of Central Public Procurement of NIC, the bidder(s) may visit following link:<http://eprocure.gov.in/eprocure/app?page=HelpForContractors> & service=page
9. Bid Security (EMD) : The units registered with National Small Industries Corporation (NSIC) or the concerned Ministry or Department shall be exempted from the payment of Bid Security (Earnest Money Deposit) as defined under General Financial Rules , 2017. In such case, copy of the certificate showing registration with the above mentioned institutions to be uploaded in Cover-I of the e-tender in PDF format.
10. In case the unit is not covered as above, should submit the offer along with the Bid Security (EMD) for the amount {in the form of Demand Draft only , in favour of “Director, DFR” payable at Pune mentioned against each equipment/Instrument .
11. Tender Fee/ EMD have to be submitted to this office on or before 09.01.2019 (11 AM). Name of the Tenderer and Tender reference number has to be furnished behind the EMD/Tender Fee Demand Draft. The scanned copy of Earnest Money Deposit/Tender Fee by way of Demand Draft in PDF form should be included in Cover–I of the E- tender. The offers with outbid security will be rejected.
12. The EMD will be returned to the unsuccessful bidders .
13. The EMD will be forfeited if the bidder fails to accept the order based on his/her offer/bid or fails to supply the items.
14. In case the prices are revealed in the Technical Bid, the bid will be summarily rejected.

15. The successful tenderer, irrespective of its registration status, in the event of receiving award for supply for a contract have to deposit performance security at the rate of 5% (five percent) of the contract value within 15 days of receipt of confirmed Purchase Order.

16. Delivery: Maximum of 30 days from the date of supply order

17. Payment :

Payment for Goods:

a) 100% of the contract price on receipt of goods by the consignee supported by satisfactory installation/working report,

b) Delivery:- Within 30 days from the date of receipt of purchase order in the Institute falling which Liquidated damage clause shall apply.

Liquidated Damage Clause: It would be realized @0.5% (half percent) of the base price (excluding taxes) of the delayed goods for each week of delay subject to maximum 10%.

18. PRICES:-

i. Bidder to quote in INR, Price to be quoted on FOR, ICAR-DFR, Pune basis including all taxes.

ii. Preference shall be allowed for items manufactured in India “(Public Procurement – Preference to Make in India Order 2017(PPP-MII Order)” pursuant to Rule 153(iii) of General Financial Rules,2017 in compliance to Notification/Endorsement by ICAR/Govt. of India ,Ministry of Commerce & Industry as per norms.

19. The complete amount of GST, if charged extra should be indicated separately in the column mentioned in the BOQ after indicating the basic cost of the equipment.

20. The point of supply is ICAR-DFR, College of Agriculture Campus, Shivajinagar, Pune.

21. Guarantee/Warrantee offered for the item(S) should be indicated.

22. Payment will be made only after satisfactory receipt and demonstration/operations of the Tractor. No advance payment/part payment is admissible as per rules.

23. The item(s) ordered should be supplied in one lot. Part supply will not be accepted. The right to accept or reject the quotation rests with the Director, ICAR-DFR, Pune.

24. TRANSIST INSURANCE: The purchaser will not pay separately for transit insurance and the supplier will be responsible until the entire stores for its arrival in good condition at destination.

ADMINISTRATIVE OFFICER (I/c)

Specification for Mini Tractor

Sr no	Parameters	Details
1.	Engine HP	18-22 HP
2.	Cylinders	about 3 cylinders
3.	Type of Fuel	Diesel
4.	Vehicle Emission Compliance	Bharat Stage-IV/other recent RTO Standards
5.	Type of Steering	Power/hydraulic/ mechanical
6.	Tractor Brake	Disc Brake/ Oil immersed brakes (OIB)
7.	Tractor Engine Capacity (cc)	Around 1000-1200 CC
8.	Engine Cooling	Water/ coolant/liquid cooled
9.	Power Take-Off (PTO) Type	Transmission with high lifting capacity
10.	Hydraulic Unit	Hydraulic position control system or better controlled system
11.	Dimensions	Overall length (mm): 2300 to 2500 Overall width (mm): front 910 to 1040, back 1060 to 1105 Overall height (Top of steering wheel) (mm):1260-1280 Wheel base (mm): about 1560 Min. ground clearance (mm):285-325
12.	Gears	Standard forward and reverse gears
13.	Wheel dimensions	Front(mm): 5 to 7x12 Rear (mm): 8 – 18 to 24
14.	Other	Supplier shall also help in registration of tractor with RTO

(to be submitted Online)

**ICAR - DIRECTORATE OF FLORICULTURAL RESEARCH
College of Agriculture Campus, Shivaji Nagar, Pune – 411 005**

TECHNICAL BID

Tender for “Purchase of Mini Tractor at ICAR – Directorate of Floricultural Research, College of Agriculture, Shivaji Nagar, Pune – 411 005 (Maharashtra)”

1. Name of the Firm : _____
Name of person whom to be contacted : _____
2. Full Address : Permanent _____
Present : _____
3. E-mail : _____
4. Mobile No. _____ Land Line No. Code _____ No. _____

S No	Particulars	Yes / No	Enclosed at page no.
1.	Self Attested copy of valid Authorized Dealership / Supplier		
2.	Self Attested copy of previous supply Central Govt. establishment Autonomous Body of GOI/Corporation of Govt./Reputed public or Pvt. Organization to be provided in the tabular form		
3.	Self Attested copy of GST registration Certificate issued by Govt.		
4.	Self Attested copy of copy of the latest Income Tax Return & PAN card		
5.	Tender Acceptance letter (Annexure-IV), Questionnaire (Annexure-V) and Bank Details (Annexure – II)		
6.	Scan self attested Copy of EMD & Tender Fee		
7.	Compliance of Technical specification and supporting documents/brochures (if necessary).		
8.	Certificate about non blacklisting as mentioned in Annexure - III		

Note: Photocopies of all necessary documents duly self-attested must be attached for verification of the information provided.

Place:

Name & Signature of the contractor
with seal and address

Date:

ANNEXURE-II
(to be submitted Online)

ICAR - DIRECTORATE OF FLORICULTURAL RESEARCH
College of Agriculture Campus, Shivaji Nagar, Pune – 411 005

Mandate for banking Details
(On company Letter Head)

Name of the Firm:

Registered /Postal Address:

1	Permanent Account Number	
2	GST Tax Registration No., if applicable	
3	Bank details:	
	a	Bank Name
	b	Branch Address
	c	Account No.
	d	Type of Account (Current/Savings)
	e	MICR No
	f	RTGS/NEFT Code

Date:

Name of the Authorized Signatory

Place:

Stamp & Signature

CERTIFICATE ABOUT NON BLACK LISTING
(On company Letter Head)

"It is certified that our firm M/S _____ has not been blacklisted/debarred by any of the Central/State Government Departments/ Universities/ Government Undertaking /PSU etc. It is further certified that this statement is true and based on facts. If it is found false at any stage, I/we shall be liable/responsible for the same and action as deemed fit may be taken against me/our agency."

Authorized signatory of Bidder with Seal

Name -----

Designation-----

Place -----

Date -----

TENDER ACCEPTANCE LETTER
(To be given on Company letter head)

Date:

To,

The Director
ICAR-DFR, College of Agriculture Campus
Shivajinagar
Pune -411005

Sub: Acceptance of terms and conditions of tender.

Tender Reference No:

Name of the tender/work:-

Dear Dir,

1. I/we have downloaded the tender documents for the above mentioned Tender/work from the website (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 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 our Firm is true and correct and in the event the information is found to ne incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason thereof 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**

QUESTIONNAIRE

ONLINE BIDDERS SHOULD FURNISH SPECIFIC ANSWERS TO ALL THE QUESTIONS GIVEN BELOW. IN CASE A QUESTION DOES NOT APPLY TO A BIDDER, THE SAME SHOULD BE ANSWERED WITH THE REMARK “NOT APPLICABLE”. BIDDERS MAY PLEASE NOTE THAT IF THE ANSWERS SO FURNISHED ARE NOT CLEAR AND/OR ARE EVASIVE THE BID WILL BE LAIBLE TO BE IGNORED.

1. Bid No..... Date for bid opening on.....
2. Offer is open for acceptance
3. Brand of goods offered :
4. Name & address of manufacturer :
5. Station of Manufacturer.
6. What is your permanent Income Tax A/C No.:
7. Registration License No. from Central/ State Govt.:
8. Confirm whether you have attached your latest/current ITCC (Income Tax Clearance Certificate) or certified photocopy thereof.
9. Status :
 - a. Are you a small scale unit currently registered with the National Small Industries Corporation (NSIC) under Single Point Registration Scheme for the items(s) quoted ? If so, indicate the date up to which you are registered and whether there is any monetary limit on your registration.
 - b. If you are not registered either with NSIC , please state whether you are currently registered with Directorate of Industries of the State Government concerned. If so indicate the date up to which you are registered and whether there is any monetary limit on your registration.
 - c. Are you registered under the Indian Companies Act, 1956 or any other Act?
Please attach certified copy(copies) of the relevant registration certificate(s) in confirmation to you above answer(s).
10. Please indicate
Name & Full address of your Banker(s):
11. Whether you are :
 - d.Manufacturer of the goods quoted; or
 - e.Manufacturer’s authorized agent for those goods.
12. State whether business dealings with you have been currently banned by any Ministry/Deptt. Of Central Govt. or any State Govt.:

Signature of Witness

Name & address of Witness

Signature of Bidder

Full name, designation & address of
the person signing above For and
on behalf of Messrs.

Name & address of bidding firm

Online Bid Submission:

Online Bid Submission Details

The Online bids (complete in all respect) must be uploaded online in Two Covers as explained below:-

S No		Particulars	File Type
1.	Technical Bid	Self Attested copy of valid Authorized Dealership / Supplier	PDF
2.		Self Attested copy of previous supply Central Govt. establishment Autonomous Body of GOI/Corporation of Govt./Reputed public or Pvt. Organization to be provided in the tabular form	PDF
3.		Self Attested copy of GST registration Certificate issued by Govt.	PDF
4.		Self Attested copy of copy of the latest Income Tax Return & PAN card	PDF
5.		Tender Acceptance letter (Annexure-IV), Questionnaire (Annexure-V) and Bank Details (Annexure – II)	PDF
6.		Scan self attested Copy of EMD & Tender Fee	PDF
7.		Compliance of Technical specification and supporting documents/brochures (if necessary).	PDF
8.		Certificate about non blacklisting as mentioned in Annexure - III	PDF
9.	Financial Bid	Price Bid	XLS

All the documents and BOQ has to be digitally signed by the bidder.

Admn. Officer (I/c)

FOR DIRECTOR