



**ICAR-Central Sheep and Wool Research Institute**  
**North Temperate Regional Station**  
**Garsa, Kullu (HP)**  
**Tel: 01902-272231, email:**  
**[ntrsgarsa.cswri@icar.gov.in](mailto:ntrsgarsa.cswri@icar.gov.in)**



No.NTRS/TSP/01/2016/

Dated: 3<sup>rd</sup> July 2023

**NOTICE FOR INVITING TENDER THROUGH E-PROCUREMENT**

Online Bids, under two bid systems, on behalf of **Director, ICAR-Central Sheep and Wool Research Institute** are invited from the interested registered / well-established/ reputed firms for supply of Chargeable spray pump ( single motor, 8AH/12V 20 litter capacity) at **ICAR-Central Sheep and Wool Research Institute, North Temperate Regional Station, , Garsa, Kullu (HP)- 175141.**

**CRITICAL DATE SHEET (SECTION)**

Tender No.	NTRS/TSP/01/2016/
Date and Time for issue/Publishing	03.07.2023, 3.00 PM
Document Download/Sale start date and time	04.07.2023, 3.00 PM
Bid Submission Start Date and Time	05.07.2023, 3.00 PM
Bid Submission End Date and Time	14.07.2023, 3.00 PM
Date and Time for Opening of Bids	15.07.2023,3.30 PM
Tender fee and Earnest money Security money	Tender fee – 500/- Earnest money – 10,000/-
Bank detail	ICAR Unit NTRS, Garsa, H.P. payable at SBI Bhuntar
Address for Communication	Head, ICAR-CSWRI, NTRS, Garsa, Distt. Kullu, H.P. - 175141

The tender form/bidder document may be downloaded from the Website: [http://www.cswri.res.in/regional\\_stations\\_northern\\_temperate\\_research\\_station\\_garsa/app](http://www.cswri.res.in/regional_stations_northern_temperate_research_station_garsa/app) and <https://eprocure.gov.in/eprocure/app>. Online Submission of Bids only through Central public procurement portal (<https://eprocure.gov.in/eprocure/app>) is mandatory. Manual bids shall not be accepted. Tenderers/bidders are requested to visit the website: (<https://eprocure.gov.in/eprocure/app>) regularly. Any changes/modifications in the tender inquiry will be intimated by corrigendum through this website only.

## INSTRUCTIONS FOR ONLINE BID SUBMISSION

- 1- The tender form/bidder documents may be downloaded from website: <https://eprocure.gov.in>. Online submission of Bids through Central Public Procurement Portal (<https://eprocure.gov.in>) is mandatory. **Manual/Offline bids shall not be accepted under any circumstances.**
- 2- Tenders/bidders are requested to visit website <https://eprocure.gov.in> 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 Institute reserves the right to accept or reject any or all the tenders.
- 4- The interested Firms/Contractors are required to deposit (in original) **Tender Fee of Rs.500/-** (Non-refundable) in the shape of Demand Draft prepared in favour of ICAR Unit NTRS, Garsa, H.P. payable at SBI Bhuntar **may be addressed to the Head, ICAR-CSWRI, NTRS, Garsa, Distt. Kullu, H.P. - 175141 on or before bid opening date and time as mentioned in the Critical Date Sheet.**
- 5- The interested Firms/Contractors are required to deposit (in original) **Earnest Money Deposit (EMD) of Rs.10,000/-** in the form of Demand Draft/FDR with 60 days validity from any of the Nationalized Bank in favour of **CSWRI Unit NTRS, Garsa, H.P. payable at SBI Bhuntar** may be addressed to the Head, ICAR-CSWRI, NTRS, Garsa, Distt. Kullu, H.P. - 175141 on or before bid opening date and time as mentioned in the Critical Date Sheet.
- 6- The firm should send the sample of ingredients by hand or addresses to Head, ICAR-NTRS-CSWRI, Garsa, Distt. Kullu (HP) 175141 **on or before bid opening date and time as mentioned in the critical date sheet.**
- 7- **Rates should be quoted inclusive GST for destination i.e. ICAR-NTRS-CSWRI, Garsa (Kullu) H.P.**
- 8- Bidders need not be come at the time of Technical as well as financial bid opening at ICAR-CSWRI, NTRS Garsa. They can view live bid opening after login on CPP e-Procurement Portal at their remote and, If bidder wants to join bid opening event at ICAR-CSWRI, NTRS Garsa then they have to come with bid acknowledge slip that generates after successfully submission of online bid.

### **The Firms are also required to upload scanned copies of the following documents:**

1. Scanned copy of Firm Registration certificate
2. Scanned copy of Pan card
3. Scanned copy of GST Number
4. Scanned copy of D.D. of Tender Fee (Exempted for MSME)
5. Scanned copy of D.D. of E.M.D. (Exempted for MSME)
6. Scanned copy of terms and conditions with full address & signature.
7. Scanned copy of Non Blacklisting certificate.
8. Any additional required documents mentioned in the Terms and conditions of the Tender

All necessary documents in support of the details for S.No. 1 to 7 must accompany the technical bid. The bid is liable to be rejected in case documents are not uploaded in the technical bid on CPP Portal, documents are incomplete or in case any certification/registration has already expired but is yet to be renewed. Only essential and necessary valid documents are to be uploaded in the technical bid. Please avoid uploading extraneous and irrelevant documents which unnecessary cause confusion.

Head

**DETAIL OF FEED INGREDIENTS AND COMPOSITION OF FEED INGREDIENTS**

<b>S.No.</b>	<b>Name of item</b>	<b>Qty.</b>
1	<b>Knapsack spray Pump</b> <ol style="list-style-type: none"><li>1. Capacity (Volume)= 20 litter</li><li>2. Type= Battery operated</li><li>3. Spraying rate: 3 to 4 litter/ minute</li><li>4. Battery: 8AH/12V</li><li>5. Nozzle provided : single, 5-hole mist</li><li>6. Lance: stainless steel</li><li>7. Charging time: 3-4 hours</li><li>8. Warranty: 6 months batter warranty</li></ol>	100 Nos.

## **Annexure-II**

Terms and conditions:

1. The rates should be quoted FOR Garsa.
2. The quantity can be increased or decreased.
3. Validity of rates should be 120 days.
4. The payment of Bill will be made within 30-45 days after receipt of materials in good conditions .
5. The Director, ICAR-CSWRI will reserve the right to reject one or all tender.

Certified that We/ I have read all the terms and conditions of tender notice and acceptable to me/us.

**Date:**

**Place:**

**Name:**

**Business address:**

**Signature of bidder**

**Seal of bidder**

**NON BLACKLISTING CERTIFICATE**

**(To be submitted on letterhead)**

**I/ We hereby certify that [Name of the company/ firm] has not been ever blacklisted/ debarred by any Central / State Government/ public Undertaking/ Institute on any account.**

**I/ We also certify that firm will complete the work as per the specification given by ICAR-CSWRI- NTRS, Garsa and also abide all the terms and conditions stipulated in Contract.**

**I/ we also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and ICAR-CSWRI- NTRS, Garsa may imposed any action as per NIT rules.**

**Date:**

**Place:**

**Name:**

**Business address:**

**Signature of bidder**

**Seal of bidder**

## **GENERAL INSTRUCTION FOR ONLINE BIDS SUBMISSION**

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>). 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 registration on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CP Portal. More information useful or 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 (<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 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 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 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 Tender' folder. This would enable the CPP Portal to intimate the bidders through SMS/emails in case there is any corrigendum issued to the tender documents.
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 documents 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 name and content of each of the documents that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidders, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be PDF/XLS forms. 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.) 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. 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 bidders has to digitally sign and upload the required bid documents one by one as indicated in the tender documents.
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 documents. The original should be posted/couriered/given in person to the Tender Processing Section, latest by the last date of bid submission. 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. A standard BoQ format has been provided with the tender documents to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bid in the format provided and no other format is acceptable. Bidders are required to download to BoQ file, open it and complete the white coloured (unprotected) cells with the 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 bidders 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 serve 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 bidder; 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.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. 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 number and the date of time of submission of the bid with all other relevant details.
10. 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:**

- a. Any queries relating to the tender document and 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.
- b. 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 0120-4200462, 0120-4001002 or No 01902-272231.