



ICAR - CENTRAL TOBACCO RESEARCH INSTITUTE
(Indian Council of Agricultural Research)
Bhaskar Nagar, Sriram Nagar PO
RAJAHMUNDRY - 533 105, A.P., INDIA
ISO 9001 : 2015 CERTIFIED INSTITUTE



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No.F.104(work contract) /2020-21/KVK Dated 13.11.2020

e-TENDER NOTICE
(NON TRANSFERABLE)

The Director, ICAR-Central Tobacco Research Institute, Rajahmundry, A.P. invites Online Bids (Open e-tender in two bids system (i) Technical Bid & (ii) Financial Bid) from the eligible / interested Parties/Firms/Agencies for providing Maintenance of Demo Units, House Keeping & canteen services on Work Contract Basis at ICAR-CTRI, KVK, Kalavacherla as per Section-I : Important Instructions for online Bidding, Sec-II : General Terms & Conditions for providing Services, Sec-III : Scope of Work, Sec-IV : Format for e-Bids (Quotations) & Sec-V : Any other relevant Documents to be attached along with the Tender Documents :

TENDER INFORMATION AND IMPORTANT DATES

S. NO	ITEM DESCRIPTION	DATE, TIME AND INFORMATION
(i)	Open Tender No.	104(work contract)/2020-21/KVK
(ii)	e-TENDER ISSUE / SALE / DOCUMENT DOWNLOAD START DATE & TIME	From 03:30 PM on 13.11.2020 To 03:30 PM on 03.12.2020
(iii)	ONLINE BIDS SUBMISSION / ACCEPTANCE START DATE & TIME	From 03:30 PM on 13.11.2020 To 03:30 PM on 03.12.2020
(iv)	LAST DATE FOR SUBMISSION OF ONLINE BIDS & HARD COPIES (EMD, TENDER FEE AND OTHER SUPPORTING DOCUMENTS) AT OFFICE OF ICAR-CTRI, RAJAHMUNDRY	Up to 03:30 PM on 03.12.2020 at ICAR-CTRI, Rajahmundry (By hand, post, courier, etc.)
(v)	ONLINE BID OPENING DATE & TIME i. Technical Bid ii. Price Bid	At 03:30 PM on 04.12.2020 Will be intimated after finalization of Technical Bids (email notification through CPP Portal).
(vi)	PRE-BID MEETING/VISITING, IF INTERESTED / REQUIRED.	Till 03:30 PM on 03.12.2020 during working hours i.e. 0930 hrs to 1700 hrs.
(vii)	VALIDITY OF TENDER	90 days from the date of opening of tender
(viii)	TENDER DOCUMENT FEE	Nil
(ix)	EARNEST MONEY DEPOSIT	Rs.15,000/- (Refundable)
(x)	Performance Security Deposit	10% OF CONTRACT VALUE

2. Tender documents can be downloaded from Central Public Procurement Portal(e-procurement website) <https://eprocure.gov.in/eprocure/app> & www.ctri.org.in and online bids should be submitted through CPP Portal <https://eprocure.gov.in/eprocure/app>. Hence, aspiring Bidders/ Suppliers who have not enrolled/registered at e-procurement website should enroll/register themselves before participating. The portal enrollment is free of cost. Bidders are advised to go through instructions provided at Section-I Regarding 'Important Instructions for online Bidding'.

3. The Bidder must be a Sole proprietor or individual Company/ HUF / Partnership Firm /Cooperative Society/Corporation and Consortium of Companies is not allowed. Bidder should have PAN, Registration Certificate, Goods & Service Tax registration, etc as applicable and submit the scanned copies of all necessary supporting documents through online. However, Tender Fee, EMD and all other documents (hard copies) should be submitted to this office before due date for submission of E-BIDS.
4. The bidders are requested to submit their online e-bids as per the instructions indicated at Section – I & II. Manual bids shall not be accepted.
5. The contract is subject to the conditions that the firm shall comply with all the labour laws of Central Government as applicable relating to the Maintenance of Demo Units, Housekeeping & canteen maintenance services contract.
6. The contractor is advised to do a complete survey of CTRI-KVK Institute and its premises, etc, before offering bids, if necessary, at their own interest and cost.
7. Acceptance of e-tender by the Institute will be communicated by letter/Fax/E-mail/any other form of communication and the contractor should start the works immediately upon receipt of the same. No request for alteration in the quoted rates will be permitted.
8. 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 earnest money will be forfeited.
9. The Director, ICAR-CTRI, Rajahmundry reserves the right to reject any or all tenders in whole or part without assigning any reason.
10. The decision of Director, ICAR-CTRI, Rajahmundry shall be final for any aspect of the tender & contract and binding to all parties.


(V BHAGYALAKSMI)
ADMINISTRATIVE OFFICER I/c
ICARCTRI, Rajahmundry

Encls: Section I to V

Copy to PC, KVK, Kalavacherla for information and to pursue the above matter.

Copy to the OIC, AKMU for information and with a request to place the tender notice at CTRI Website / CPP Portal.

Copy to AAO(P&S) for information and further necessary action.

Copy to Notice Board.

SECTION – I

IMPORTANT INSTRUCTIONS FOR ONLINE BIDDING

1. INSTRUCTION FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement (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.

2. REGISTRATION

- I. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal by using the “Click here to Enroll” option available on the home page. Enrolment on the CPP Portal is free of charge.
- II. During enrolment / registration, the bidders should provide the correct/ true information including valid email-id & mobile no. All the correspondence shall be made directly with the contractors/ bidders through email-id provided.
- III. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- IV. For e-tendering possession of valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) is mandatory which can be obtained from SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on e-Token/ Smart Card.
- V. Upon enrolment on CPP Portal for e-tendering, the bidders shall register their valid Digital Signature Certificate with their profile.
- VI. Only one valid DSC should be registered by a bidder. Bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse and should ensure safety of the same.
- VII. Bidders can log into the site through the secured login by entering their user ID/ password and the password of the DSC/ e-Token.

3. PREPARATION OF BIDS

- i. For preparation of bid Bidders shall search the tender from published tender list available on site and download the complete tender document and should take into account corrigendum if any published before submitting their bids. After selecting the tender document same shall be moved to the ‘My favourite’ folder of bidders account from where bidder can view all the details of the tender document.
- ii. Bidder shall go through the tender document carefully to understand the documents required to be submitted as part of the bid. Bidders shall 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.
- iii. Any pre-bid clarifications if required, then same may be obtained online through the tender site, or through the contact details given in the tender document.
- iv. Bidders should get ready in advance the bid documents to be submitted as indicated in the tender document/schedule in PDF/xls/rar/zip/dwf formats. If there is more than one document, they can be clubbed together using zip format.

- v. Bidders can update well in advance, the documents such as experience certificates, annual report, PAN, EPF & other details etc., under “My Space” option, which can be submitted as per tender requirements. This will facilitate the bid submission process faster by reducing upload time of bids.

4 SUBMISSION OF BIDS

- A. 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.
- B. Bidder should prepare the Tender Fee and EMD as per the instructions specified in the NIT/ tender document. The details of the DD/BC/BG 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.
- C. While submitting the bids online, the bidder shall read the terms & conditions (of CPP portal) and accepts the same in order to proceed further to submit their bid.
- D. Bidders shall select the payment option as offline to pay the Tender Fee/ EMD and enter details of the DD/BC/BG.
- E. Bidder shall digitally sign and upload the required bid documents one by one as indicated in the tender document.
- F. Bidders shall not that the very act of using DSC for downloading the tender document and uploading their offers is deemed to be a confirmation that they have read all sections and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document.
- G. Bidder shall note that each document to be uploaded for the tender should be less than 2 MB. If any document is more than 2 MB, it can be reduced through zip/rar and the same can be uploaded. For the file size of less than 1 MB, the transaction uploading time will be very fast.
- H. Utmost care shall be taken for uploading Schedule of quantities & Prices and any change/ modification of the price schedule shall render it unfit for bidding.
- I. Bidders shall download the Schedule of Quantities & Prices , in XLS format and save it without changing the name of the file. Bidder shall quote their rate in figures in white background cells, thereafter save and upload the file in financial bid cover (Price bid) only.
- J. If the template of Schedule of Quantities & Prices file is found to be modified in the eventuality by the bidder, the bid will be rejected.
- K. The bidders are cautioned that uploading of financial bid elsewhere i.e. other than in cover 2 will result in rejection of the tender.
- L. Bidders shall submit their bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.

- M. After the bid submission (i.e. after Clicking “Freeze Bid Submission” in the portal), the bidders shall take print out of system generated acknowledgement number, and keep it as a record of evidence for online submission of bid.
- N. Bidders should follow the server time being displayed on bidder’s dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system.
- O. All the documents being submitted by the bidders would be encrypted using PKI (Public Key Infrastructure) 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.

5. ASSISTANCE TO BIDDERS

- a) 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 contract 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 24 X 7 CPP Portal Helpdesk.
- c) Toll Free Number 1800-3070-2232. Mobile Nos 91-7878007972 and 91-7878007973.

Note: The following ‘FOUR KEY INSTRUCTIONS for BIDDERS’ must be assiduously adhered to:-

- d) Obtain individual Digital Signature Certificate (DSC or DC) well in advance of tender submission deadline.
- e) Register your organization on CPPP well in advance of tender submission deadline.
- f) Get your organization’s concerned executives trained on CPPP well in advance of tender submission deadline.
- g) Submit your bids well in advance of tender submission deadline on portal (There could be last minute problems due to internet timeout, breakdown, etc.) While the first three instructions mentioned above are especially relevant to first-time users of portal, the fourth instruction is relevant at all times.

Note: Electronic procurement system will not allow any bidder to place their bids after the expiry of scheduled date & time. ICAR-CTRI shall not be responsible for any delays / problems related to bandwidth, connectivity etc., which are beyond the control of the ICAR-CTRI.”

6. SPECIAL INSTRUCTIONS TO THE CONTRACTORS/BIDDERS FOR THE E-SUBMISSION OF THE BIDS ONLINE THROUGH THIS E-PROCUREMENT PORTAL

The same instructions are also available at below link of CPP Portal

<https://eprocure.gov.in/eprocure/app?page=HelpForContractors&service=page>

- (i) Bidder should do Online Enrolment in this Portal using the option Click Here to Enroll available in the Home Page. Then the Digital Signature enrollment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized Certifying Authorities such as eMudhraCA/GNFC/IDRBT/MtnITrustline/SafeScripT/TCS.
- (ii) Bidder then logs into the portal giving user id / password chosen during enrollment.
- (iii) The e-token that is registered should be used by the bidder and should not be misused by others.
- (iv) DSC once mapped to an account cannot be remapped to any other account. It can only be Inactivated.
- (v) The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under My Documents option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
- (vi) After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document, otherwise, the bid will be rejected.
- (vii) The BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
- (viii) If there are any clarifications, this may be obtained online through the eProcurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online.
- (ix) Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/XLS/RAR/DWF formats. If there is more than one document, they can be clubbed together.
- (x) Bidder should arrange for the EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission date and time for the tender.
- (xi) The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids
- (xii) The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
- (xiii) There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.
- (xiv) It is important to note that, the bidder has to Click on the Freeze Bid Button, to

ensure that he/she completes the Bid Submission Process. Bids Which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.

(xv) In case of Offline payments, the details of the Earnest Money Deposit(EMD) document submitted physically to the Department and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected

(xvi) The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.

(xvii) The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.

(xviii) At the time of freezing the bid, the eProcurement system will give a successful bid updation message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.

(xix) After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.

(xx) Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.

(xxi) The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected

(xxii) The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.

(xxiii) All the data being entered by the bidders would be encrypted at the client end, and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual.

(xxiv) During transmission of bid document, the confidentiality of the bids is maintained since the data is transferred over secured Socket Layer(SSL) with 256 bit encryption technology. Data encryption of sensitive fields is also done.

(xxv) The bidders are requested to submit the bids through online e-Procurement system to the TIA well before the bid submission end date and time (as per Server System Clock).

SECTION – II

GENERAL TERMS & CONDITIONS:

1. The e-tender documents containing details for providing Maintenance of Demo Units, Housekeeping & Canteen Services at CTRI-KVK, Kalavacherla, terms & conditions of contract, etc., can be obtained from the office of the ICAR- Central Tobacco Research Institute, Bhaskar Nagar, Rajahmundry-533 105 (AP) can also be downloaded from CTRI's web site (www.ctri.icar.gov.in) / Central Public Procurement Portal web site (www.eprocure.gov.in) at free of cost.
2. Please submit your rates through online in the e-tender form, if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules. Please submit your financial bid online and all other documents need to be submitted both online as well as in hardcopy form at ICAR-CTRI, Rajahmundry before closing date.
3. An earnest money deposit of Rs.15,000/- (Rupees Fifteen Thousand only) must be deposited in the form of demand draft drawn in favour of "ICAR Unit : CTRI" payable at Rajahmundry. The Tenders will not be considered if earnest money is not deposited with the Tenders. The EMD shall be refunded to unsuccessful firms without paying any interest by the ICAR-CTRI.
4. The Bidder must possess a valid registration, PAN Number, Goods & Service Tax Registration etc as applicable. Bidder should provide an attested & valid copy of above mentioned certificates along with the Technical bid.
5. The contractor shall not sublet the work to any other agency. The contractor is fully responsible for compliance of all statutory rules and regulations such as ESI, EPFO, etc every month and this office will not be responsible in this regard.
6. The contract will be initially for a period of one year and extendable for a further period of two years (total three years) on year to year basis, subject to satisfactory performance and willingness by the contractor to continue on mutually agreed terms.
7. The work for Maintenance of Demo Units, Housekeeping & Canteen Services at CTRI-KVK, Kalavacherla shall have to be undertaken as detailed at Section –IV of e-tender document.
8. Income Tax (TDS) as applicable shall be deducted from the monthly bills by this office and would be paid directly to the concerned authorities as per Government of India order in force and as amended from time to time. However, copies of challans for said Tax Deductions at Source would be forwarded to the contractor.
9. The contract may be terminated within the contract period by giving a clear 30 days advance notice in writing, if the services of the firm are not found satisfactory. If agency wants to do withdraw their services at your accord, you can do so only after giving prior one month notice in advance, failing which the Institute will have the right to recover one month wages as penalty in lieu of late notice from your bills/other sources.
10. The contractor shall discharge all his legal obligations with respect to the personnel to be deployed for execution of the work, with respect to their wages & service conditions and also shall comply with all the rules and obligations and provisions of law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the Institute from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws.
12. For a bidder, who has participated in the e-tenders, it will be automatically assumed that all the terms and conditions of the e-tender have been accepted. An e-tender

acceptance letter as per Annexure-1 should be submitted along with tenders. No request for deviation in the terms and conditions of the e-tender will be entertained. If there is any deviation from the terms and conditions of the e-tender or the tenderer has uploaded conditional bids, the bid will be summarily rejected.

13. Bids should be valid for a minimum period of 90 days after closing date of the submission of bids.

14. EARNEST MONEY DEPOSIT (EMD)

(i) The Earnest Money Deposit of Rs.15,000/- should be submitted in the form of Demand Draft drawn in favour of "ICAR UNIT-CTRI" payable at Rajahmundry. A scanned copy is to be uploaded along with Technical Bid and original copy should be sent by post to this office to reach well within the due date.

(ii) Quotations uploaded without EMD will be rejected.

(iii) The EMD of the tenderer shall be forfeited without prejudice to any other rights or remedies as given below: -

(a) If the tenderer withdraws his tender during the specified period of tender validity.

(b) If, after acceptance of his tender, the tenderer fails to comply the work order.

(c) If, after acceptance of his tender, the tenderer fails to furnish the Security Deposit.

(iv) The Earnest Money Deposit (EMD) of unsuccessful tenderers will be refunded on finalization of the tender. Further, no interest on EMD will be paid.

(v) The firms which are registered under NSIC have exemption from submitting EMD. However, an undertaking with copy of valid NSIC certificate to be submitted for such claim for scrutiny and verification.

(vi) In case of tenderers, who availed NSIC exemption and falls under 14(iii) (a) & (b) clauses, strict action will be initiated on the firm/agency under intimation to NSIC, which includes debarment for a period of one year.

15. SUBMISSION OF BIDS The online bids should be submitted in two cover system i.e. (A) Technical Bids (Cover-1) & (B) Financial (price) Bids (Cover-2).

A TECHNICAL BIDS(COVER-1)

SOFT COPIES THROUGH ONLINE SUBMISSION

The following Scanned copies of documents are to be furnished by the bidder as part of Technical Bid as per the tender document.

S.No.	Documents required with technical bid	Page No.
a.	Scanned copy of Demand Draft towards Earnest Money Deposit	
b.	PAN /TAN Number of the firm as applicable.	
c.	Registration Certificate of the firm to undertake the job work contract	
d.	Employee EPF registration certificate	
e.	Employee ESI registration certificate	
f.	Goods & Service Tax registration certificate	
g.	The contractor / agency must have a registration with the Contract Labour (Regulations and Abolition) Act, 1970. If not, the contractor shall obtain the labour licence under this act.	
h.	Two years of Past Experience of the firm in similar works i.e. Maintenance of Demo units namely feeding and maintenance of livestock/vermi-compost unit/Maintenance of Nursery/Orchards/ Nutrigarden/ Farm Machinery and Housekeeping & canteen Services in any Central / State /Autonomous bodies of Govt/Corporations of Govt/reputed public or private organizations.	
i.	Income Tax Annual Return copies for the last three assessment years for a minimum turnover of Rs. 50.00 lakh certified by the Chartered Accountant	
j.	Duly certified copies of the satisfactory services where the tenderer is providing the Maintenance of Demo units namely feeding and maintenance of livestock/vermi-compost unit/Maintenance of Nursery/Orchards/ Nutrigarden/ Farm Machinery and Housekeeping & canteen Services for two years.	
k.	Scanned copy of Tender Acceptance Letter (Annexure-1).	
l.	Undertaking by the bidder on company / personal letterhead, stating that the bidder hasn't been blacklisted by any institution/ organization/ society/ company of the Central / State Government ministry/department, or its public sector organizations during the last three years, with company stamp and signed by authorized signatory should also be uploaded.	
m.	Undertaking by the bidder on company / personal letterhead, stating that the firm has any legal suit/criminal case pending against it for violation of EPF, ESI, Minimum Wages Act or any other law (give details). If not, the firm must submit certificate duly indicating that there is no criminal / legal suit pending or contemplated against them.	
n.	Solvency Certificate from Bankers. The bank solvency certificate should be obtained in current financial year.	

Note-1 : The original payment instruments like Demand Drafts etc as specified in this tender document and other important documents, if any, have to be sent to The Director, ICAR-Central Tobacco Research Institute, Bhaskar Nagar, Rajahmundry-533105, E.G.Dt. Andhra Pradesh by post/speed post/courier/by hand on or before Bid submission closing Date & Time. Otherwise the tenders will be summarily rejected without assigning any reason.

Note-2 : Manual bids shall not be accepted. Any submission of copies of manual bids leads to rejection.

HARD COPIES TO BE SUBMITTED THROUGH OFFLINE

Cover-1 (Technical Bid) Bidders shall submit the hard copies of above mentioned documents(technical documents), including original copy of Demand Draft for EMD, in original, in a sealed envelope by the due date duly superscribed on the cover as Technical Bid for providing Maintenance of Demo Units, Housekeeping & Canteen Services at CTRI-KVK, Kalavacherla.

B FINANCIAL (PRICE) BIDS(COVER-2) (IT MAY BE NOTED THAT THE FINANCIAL BIDS OF TECHNICALLY QUALIFIED BIDDERS ONLY WILL BE OPENED)

(i) Schedule of price bid is in the form of V3_BoQ_*****.xls should be submitted online as per instructions indicated at Section –I above. The V3_BoQ_*****.xls (Price bid format) is provided / available during online bid submission at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this V3_BoQ_*****.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. Bidder shall not tamper/modify 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.

(ii) L1 shall be evaluated on total amount inclusive of all applicable, as mentioned in the Financial Bid Format.

(iii) The Bids must be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. on or before the due date as specified in this tender document. The System will not allow to submit the online bid after due date & time and hence requested to make arrangements to submit the online bid within the due date and time.

16. Tenderer is duty bound to observe all the Laws, Rules, Regulations, Policies, Procedures and Guidelines of the Central Vigilance Commission and Government of India as in force from time to time. The Director, ICAR-CTRI, Rajahmundry reserves the right to accept or reject any bid or cancel tender proceedings without assigning any reason whatsoever.

17. The tenderer should fill the financial bid showing total monthly consolidated amount (lumpsum) on work Contract basis which will include all mandatory payments such as Minimum Wages, ESI, EPF, GST, etc. The ICAR-CTRI shall not bear any extra charge on any account whatsoever.

18. EVALUATION CRITERIA

(i) Initially, all online technical bids received against e-tender notice will be opened and evaluated by the authorized committee/officials. Based on the recommendations, the financial bids of firms, which are technically qualified only will be opened and considered for financial evaluation.

(ii) L1 shall be evaluated based on total quoted amount inclusive of taxes, duties and levies, etc. as mentioned in the Financial Bid Format, which includes applicable minimum wages and respective liabilities like EPF, ESI, etc. Financial evaluation would be based on the detailed breakup of the price bid. (Evaluation of L-1 will be considered on total consolidated amount for all services).

19. The tenderer whose tender is accepted shall be required to appear in the office of SAO, to submit the acceptance of contract along with performance security deposit for 10% of contract value by swiping at Cash Counter or in the form of Demand Draft drawn in favour of The Director, CTRI payable at Rajahmundry or in the form of Bank Guarantee Bond within fifteen days from the date of receipt of work order.

20. PERFORMANCE SECURITY DEPOSIT

- (i) Successful bidders shall submit a Performance Security Deposit of 10% of the cost of the work order within 15 days of the placement of order in the form of Demand Draft or Bank Guarantee(Annexure-2).
- (ii) In case of the Performance Security is in the form of Bank Guarantee from any Nationalized Banks/scheduled banks, the Bank Guarantee shall be valid for 60 days more after the completion of all Contractual Obligations as per the tender documents.
- (iii) In case, the tenderer either fails to provide satisfactory services during the contract period, the Performance Security Deposit submitted by the firm shall be forfeited.
- (iv) Performance Security Deposit shall be released after 60 days over and above the contract period.
- (v) The proceeds of the Performance Security Deposit shall be payable to the Office as compensation for any loss (including loss of opportunity, time or cost) resulting from the tenderer/Bidder's failure to comply with its obligations under the Contract.
- (vii) No interest will be paid by the Director, ICAR-CTRI, Rajahmundry on the Performance Security Deposit.

21. This tender for "Maintenance of Demo Units, Housekeeping and Canteen Services" is on WORK CONTRACT on area and quantity basis, and works are to be carried out under the supervision of Programme Coordinator(PC) & Head i/c, KVK, Kalavacherla.

SITE VISIT

22. The tenderers are advised to visit and examine the site, on their own interest, before submission of tender. They may obtain all relevant information that may be necessary for preparation of the e-bid. They may assess the quantum of work, etc. If any clarification is required, tenderers may contact the Administrative Officer i/c, CTRI / PC & Head, KVK, Kalavacharla on all working days during office hours only as indicated in the tender.

23. The contractor shall not employ any person who is under the age of 21 year for specified works. All the workers to be deployed for this purpose shall be with robust health and clean record (preferably within age group of 21 to 50 years).

24. The contractor shall responsible for necessary personal safety of workers employed on the site. This office does not take/accept any responsibility for the disputes that may arise between the labour and contractor during the execution of the work.

25. **All tools, tackles, and equipments including grass cutting machine, chemical sprayer, etc., shall be provided by KVK. Similarly, all essential materials like brooms, brushes, phenyl, cleaning acid and soap water, fertilizer, chemicals, etc. and the items/ingredients required for preparation of food in the canteen shall be provided by the KVK.**

26. Any injury/accident/death to the worker during the contract period shall be the total responsibility of the contractor, and the compensation, etc. payable under the labour laws shall be paid by the contractor.

27. The contractor shall keep a complaint register and shall be open to verification by the authorized officer for the purpose. All complaints should be immediately attended to by the agency.

28. The monthly wages/ payment to the personnel engaged under this contract are to be disbursed by 7th of every month positively. Further, the contractor shall submit the bills to The Director, CTRI, Rajahmundry along with an undertaking that “the Contractor has full filled all the statutory obligations, as per the contract labour (R&A) Act “ to the concerned.

29. The agency shall submit monthly bills along with documentary proof of payment of EPF & ESI, etc on the first working day of every month, for the job performed for the preceding month and CTRI shall make online payment to the agency. Bank Account details are also to be submitted along with bill. However, applicable taxes, TDS, etc., which are as per the rules of the Govt. of India, shall be deducted at source from the monthly bills in accordance rules in force and amended from time to time.

30. In case of any dispute regarding payment of wages and rates, etc. raised by any of the personnel engaged by your Agency under this contract, the sole responsibility/liability to settle the dispute shall rest with Agency and for any reasons if, any extra payment becomes due payable to any individual will be borne by your Agency only.

31. The Personnel to be engaged by your Agency shall not have any right to claim any employment at any time, for any reasons whatsoever and CTRI shall have no responsibility or liability, in this regard. The Personnel shall always be on the Rolls of your Agency only.

32. Loss/Damages:- In case of any loss or damage done to the property of the CTRI by the personnel deployed by the agency at CTRI-KVK premises, the charges for damages as decided by the competent authority will be recovered from the agency. In this regard, the decision of the competent authority of CTRI shall be final and binding.

33. Liquidated Damages Clause The contractor shall be responsible for the faithful compliance of the work order. Any breach or failure to perform the same may result in termination of the work order and forfeit the security deposit. In such cases, the decision of the Director, CTRI is final and binding to all parties.

34. The Director, ICAR-CTRI, Rajahmundry reserves the right to reject any or all tenders in whole or part without assigning any reason.

SCOPE OF WORKDETAILS OF MAINTENANCE OF DEMO UNITS, HOUSEKEEPING & CANTEEN
MAINTENANCE WORKS ON WORK CONTRACT BASIS

work contract for providing Maintenance Of Demo UnitS, HouseKeeping and Canteen Services at CTRI-KVK, Kalavacherla are as follows: -

S.No.	Description of work	Quantity/units
i) Maintenance of demo units		
1.	A. Feeding and Maintenance of livestock	Goat-30 Nos. He-Bufferaloes (Assisting in male buffalo crossing service)-01 No. Poultry birds-60 Nos.
	B. Cleaning of livestock sheds(cattle shed, poultry shed and slated flooring shed)	03 Nos.
2.	Regular monitoring, watering, material handling and other related maintenance activities of Vermi-compost demo unit.	04 pits of (3'x12' each).
3.	A. Maintenance of Nursery 1. Assisting in production of mango and cashew grafts, hybrid vegetable seedlings (Chillis, brinjal & tomato etc), ornamentals and other fruit crop seedlings (Papaya, dragon fruit etc) in poly-house/shade net house. 2. Regular watering of planting material & maintenance of net house and poly house.	12000 grafts and 200000 seedlings(approx.)
	B.Maintenance of Orchardes Timely irrigation and other input applications in orchards.	Mango-90 nos, Guava-37 nos, Cashew- 96 nos, Coconut-175 nos, Custard Apple- 40 nos.
4.	<u>Nutrigarden demo unit.</u> Regular maintenance of Nutri-garden (vegetables, leafy vegetables, creepers etc.)	0.3 acres
5.	<u>Farm machinery.</u> Assisting tractor driver in operation, cleaning & maintenance of farm machinery/equipment (Solar plates, Power tiller, power weeder, multi crop thresher, Paddy sprayer etc)	Average of 100 hours in a month
ii) Housekeeping and canteen services.		
6.	Sanitation works like cleaning and maintenance of Office rooms, Training halls, Technology information unit, Hostel dormitories, Other rooms, Bathrooms & toilets	650 Sq.mtrs
7.	Cleaning and maintenance of utensils & Dining halls (Preparation and serving of meals/refreshments to the visitors/trainees and providing clean drinking water to visitors & trainees.)	02 Nos. (At the time of Programmes/Visits only)

SECTION – IV
FORMAT FOR E-BIDS (QUOTATIONS)

Last Date for receipt of e-tenders : 03.12.2020 at 03:30 PM

Date of opening of e-Tenders : 04.12.2020 at 03:30 PM

To
THE DIRECTOR,
ICAR - CENTRAL TOBACCO RESEARCH INSTITUTE,
BHASKAR NAGAR,
RAJAHMUNDRY - 533105
ANDHRA PRADESH

Sub: For Providing Maintenance of Demo Unit services, House Keeping and Canteen Services at CTRI-KVK, Kalavacherla.

Sir,

With reference to your e-Tender on the above cited subject, I / We quote the rates per month for the following mentioned on Job Contract basis, including all applicable taxes, etc.

Sl. No.	Description of works	QUOTED RATE PER MONTH
1.	Monthly consolidated amount for providing services for Maintenance of Demo Units, Housekeeping and Canteen Services (S.No.1 to 7 in scope of work at Section-III) on work contract basis at CTRI-KVK, Kalavacherla as specified in tender, as specified in the terms & conditions and scope of work of the tender document with highest standard of services, excluding GST	Rs. _____
2.	GST as per applicable rates	Rs. -----
3.	GRAND TOTAL, including GST	<u>Rupees in Figures</u> Rs. ----- <u>Rupees in Words</u> Rupees ----- ----- ----- -----

We have carefully read the terms and conditions of the quotation and are agreed to abide by these in letter and spirit. Further, detailed break-up as per given format is also attached.

Signature

Name & Address of the Firm

Telephone/ Mobile No.....

FORMAT FOR E-BIDS TO BE SUBMITTED ONLINE (QUOTATIONS)

Tender Inviting Authority: The Director, ICAR-CTRI, Rajahmundry

Name of Work: Providing Maintenance of Demo Units, Housekeeping and Garden Maintenance Services at CTRI-KVK, Kalavacherla.

Contract No: 104(work contract)/2020-21/ADM-III(P&S) dated 13.11.2020

Name of the Bidder/ Bidding Firm / Company :									
<p>PRICE SCHEDULE</p> <p>(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)</p>									
NUMBER #	TEXT #	TEXT #	NUMBER #	TEXT #	NUMBER	NUMBER #	NUMBER #	TEXT #	
Sl. No.	Item Description	Item Code / Make	Quantity	Units	Estimated Rate in Rs. P	BASIC RATE In Figures To be entered by the Bidder in Rs. P	TOTAL AMOUNT in Rs. P	TOTAL AMOUNT In Words	
1	2	3	4	5	6	7	8	10	
1	Sub Heading 1	item1							
	Monthly consolidated amount for providing services for maintenance of demo unit, housekeeping and canteen services (S.No.1 to 7 in scope of work at Section-III) on work contract basis at CTRI-KVK, Kalavacherla as specified in tender, as specified in the terms & conditions and scope of work of the tender document with highest standard of services, excluding GST	item2	1.000	Nos			0.00	INR Zero Only	
2	Sub Heading 2	item3							
	GST as per applicable rates	Item 4	1.000	Nos			0.00	INR Zero Only	
Total in Figures								0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only							

SECTION – V

OTHER RELEVANT DOCUMENTS

Annexure-1

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

Date: _____

To,
The Director
ICAR-CTRI
Bhaskar Nagar,
Rajahmundry
E.G. Dist, AP- 533105

Sub: Acceptance of Terms & Conditions of Tender.

Dear Sir,

I / We have downloaded / obtained the tender document(s) for the above mentioned 'e-Tender' from the web site(s) namely: downloaded from Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app> & www.ctri.org.in as per your advertisement, given in the above mentioned website(s).

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, Sections I to V, etc., which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.

I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

In case any provisions of this tender are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit and initiate legal action under Prevention of Corruption Act 1988 and stipulations contained in Indian Penal Code.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

BANK GUARANTEE FORM FOR PERFORMANCE SECURITY

To,
THE DIRECTOR,
ICAR-CENTRAL TOBACCO RESEARCH INSTITUTE,
BHASKAR NAGAR, RAJAHMUNDRY – 533 105 AP.

WHEREAS (Name and address of the supplier)
(Hereinafter called 'the supplier') has taken, in pursuance of contract No.....
dated.....to supply(Description of goods and services) (Hereinafter
called 'The Contract').

AND WHEREAS it has been stipulated by you in the said contract that the supplier
shall furnish you with a bank guarantee by a recognized bank acceptable to you, for the sum
specified therein as security for compliance with its (supplier's) obligations in accordance
with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you,
on behalf of the supplier, up to a total of Rs..... (Amount of the guarantee in words and
figures), such sum being payable in the types and proportions of currencies in which the
contract price payable, and we undertake to pay you, upon your first written demand
declaring the supplier to be in default under the contract and without cavil or argument, any
sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to
prove or to show grounds or reasons for your demand or the sum specified therein.

We further undertake to pay you the sum so demanded notwithstanding any dispute
or disputes raised by the supplier in any suit of proceedings pending before any court or
tribunal relating thereto liability under this present being absolute and univocal.

We also hereby waive the necessity of your demanding the said amount from the
supplier before presenting us with the demand.

We further agree that you shall have the fullest liberty without our consent and
without affecting in any manner our obligations hereunder to vary any of the terms and
conditions of the contract or to extend the time of performance by the supplier from time to
time or to postpone for any time or from time to time any of the powers exercisable by you
against the supplier and to forbear or enforce any of the terms and conditions relating to the
contract and we shall not be relieved from our liability under this guarantee.

This guarantee shall be valid and shall remain in force untilday of
.....2020.

DATED THE.....

DAY OF.....2020.

FOR.....(NAME OF THE BANK)

SIGNATURE.....

NAME OF THE OFFICER(IN BLOCK LETTERS)

DESIGNATION OF THE OFFICER.....

CODE No.....

NAME OF THE BANK AND FULL ADDRESS.