



भा.कृ.अनु.प.—राष्ट्रीय लीची अनुसंधान केन्द्र

ICAR-NATIONAL RESEARCH CENTRE ON LITCHI

An ISO 9001:2008 Certified Institute

(भारतीय कृषि अनुसंधान परिषद, कृषि मंत्रालय)

(Indian Council of Agricultural Research, Ministry of Agriculture)

मुशहरी प्रक्षेत्र, मुशहरी, मुजफ्फरपुर—842002 (बिहार) भारत

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Notice inviting Tender (NRCL-05/2018/Advt) **Through E-Procurement**

(Tender Notice for annual rate contract of DAVP empanelled agencies who can provide professional service for publication for publication of advertisement in all leading Local/National/Regional Newspapers at ICAR-NRCL, Muzaffarpur)

The Director, ICAR-NRCL, Muzaffarpur invites online bids under Two bid system from the DAVP empanelled agencies who can provide professional service for publication of advertisement in all leading local/national/regional newspapers as per the terms and conditions given in tender document at ICAR-NRC on Litchi, Muzaffarpur (Bihar) (for a period of one year and the contract can be extended further one year subject to mutual consent/agreement on the same terms and conditions and rates).

1.	NIT Number	NRCL-05/2018/Advt.
2.	Tender Fee	Rs. 1000/-
3.	EMD Deposit	Rs. 5000/-
4.	Performance Security	Rs. 5000/-

1. The tender form other details are available on NRCL's website www.nrclitchi.org. & CPPP. The interested DAVP empanelled agencies of repute may download the tender documents from above websites and upload the same after completing in all respect in the e-procure.gov.in portal as guidelines mentioned in the portal by or before the due date & time. Tenders are to be submitted only online through e-procurement portal <http://eprocure.govt.in/eprocure.app>.
2. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the Tender documents. Tenders sent by any other mode will not be accepted.
3. Any changes/modification in the tender inquiry will be intimated by corrigendum through www.eprocure.gov.in and www.nrclitchi.org only.
4. In case, any holiday is declared by the Government on the day opening, the tenders will be opened on the next working day at the same time. The Centre reserves the right to accept or reject any or all the tenders.

5. Tender fee and Bid Security (Earnest Money Deposit): The interested firms are required to submit (in original) tender fee and Bid security (EMD) in the form of Demand Draft/Pay order from any commercial Bank in an acceptable form in favour of **“ICAR Unit-NRCL, Muzaffarpur, payable at-SBI Mushahari, Muzaffarpur”** on or before **last date/time of bid submission**. Bids shall not be considered in case the Tender fee and Earnest money are not submitted before the closing date of tender. The bid security (EMD) will not bear any interest and the bid security (EMD) of unsuccessful tenders would be refunded without any interest after finalization of the tender.

Administrative Officer

Instructions for online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, only 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.

More information useful for 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 ([URL:https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charges.
2. As part of the enrolment process, the bidders will be required to choose a 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 (Class II or Class III Certificate with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/n Code/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 DSC’s 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

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 document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLS/RAR/DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

Submission of Bids

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
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 instruction specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. 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. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online. Without changing the filename, if the BoQ file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
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. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public Keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
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 (i.e. after clicking “Freeze Bid submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with 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

1. 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.
2. 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.

General terms & Conditions

1. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.
2. The complete bidding process in online. Bidders should be possession of valid digital Signature Certificate (DSC) of class II or III for online submission of bids. Prior to bidding DSC need to be registered on the website mentioned above.
3. Tenderer/Contractor/Bidders are advised to follow the instruction provided in the Instructions to the contractors/tenderer/Bidders for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.
4. **Tender Cost:**
Applicant contractor must submit the demand draft for Rs. 1000/- (Rupees one thousand only) (Non-refundable) in favour of **“ICAR Unit-NRCL, Muzaffarpur, Payable at-SBI Mushahari, Muzaffarpur** obtained from any nationalized/scheduled Bank valid for six months as a tender fees. All applicable bank charges shall be borne by the applicant and he shall not have any claim what so ever on this account on Government. The Demand Draft submitted for tender fee shall be non-refundable. **The demand drafts for tender fees must deliver to “ICAR Unit-NRCL, Muzaffarpur on or before last date/time of Bid Submission.**
5. **EMD Payment:**
The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of **Rs. 5000/- (Rupees five thousand only)** by way of demand drafts of Bank Guarantee only. The demand drafts of Bank guarantee shall be drawn in favour of **“ICAR Unit-NRCL, Muzaffarpur, Payable at –SBI Mushahari, Muzaffarpur”**. The EMD of the successful bidder shall be returned after the successful submission of Bank Guarantee/Security Deposit and for unsuccessful bidders (s) it would be returned after award of the contract. **The demand drafts or Bank Guarantee for EMD must deliver to “ICAR Unit-NRCL, Muzaffarpur on or before last date/time of Bid Submission.**
 - a. Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fail to observe and comply with stipulation made herein of backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited.
 - b. The tenders without earnest Money will be summarily rejected.
 - c. The firm who are registered with National Small Industries Corporation (NSIC)/OR small Scale Industries (SSI) and have been issued certificate of EMD/Tender fee exemption by NSIC/SSI are exempted to submit the EMD (Copy of registration must be provide along with technical bid).

- d. The EMD, in case of unsuccessful Bidders shall be retained by ICAR-NRC on Litchi, Muzaffarpur till the finalization of the tender. No interest will be payable by ICAR-NRC on Litchi, Muzaffarpur.
- e. No Claim shall lie against the ICAR-NRCL in respect of erosion in the value or interest on the amount of EMD.
- f. The EMD, in case of successful bidders shall be returned after submission of performance security and in case of unsuccessful Bidders shall be retained by the Purchaser, up-to a maximum period of 06 months from the date of opening of the bids or till the finalization of the tender, whichever is later. The bid security shall be refunded to the unsuccessful tenderer on written request. No interest will be payable by the ICAR-NRCL authorities on the EMD.
6. **The Hard Copy of original instruments in respect of Tender Fee & Earnest Money Deposit etc. Must be delivered to the ICAR-NRC on Litchi, Muzaffarpur on or before last date/time of Bid Submission as mentioned above. The bid without Tender fee & EMD will be summarily rejected.**
7. **Submission of Tender:** The tender shall be submitted online in tow part, viz., technical bid and financial bid. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by telegram/Fax/E-mail/Speed Post shall not be considered. No. correspondence will be entertained in this matter.
8. **Technical Bid:** The following documents are to be furnished by the Contractor along with Technical Bid as per the tender document:
9. **Validity:** The quoted rates must be valid for a period for 180 days from the date of closing of the tender. The overall offer for the assignment and bidder (s) quoted price shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.
10. In case the tenderer withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason therefor. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions, etc. of their original tender.
11. **Performance Security:** As a guarantee towards due performance and compliance of the contract work, the successful bidder (Contractor) will deposit an amount equal to **Rs.5000/-** and should be kept valid for a period of 60 days beyond completion of all the contractual obligation, by way of demand draft/bank guarantee in favour of **“ICAR Unit-NRCL, Muzaffarpur, payable at SBI Mushahari, Muzaffarpur”** drawn on any Nationalized Bank/Scheduled Bank within 15 days of the issue of the Letter of notification of award. The EMD of successful bidder can be converted into performance security. The security deposit can be forfeited if the terms & conditions are not fulfilled.

Administrative Officer

Special Terms and Conditions

1. All the relevant information may be filled and upload as in proforma **ANNEXURE-I to IV**. The advertising agency should be located in **Muzaffarpur area only**.
2. The Agency should have the experience of providing advertisement services to Govt./Semi Govt./Boards/Corporation.
3. The Agency should not have been blacklisted by any Central/State Government/Public Sector Undertaking/Institute of Govt. of India.
4. **All the advertisements will be published on DAVP rates. A copy of DAVP prescribed rates and a certificate in this regard may be given in all the bills sent by the agency for payment along with cutting of newspaper. No advance payment will be made in any case.**
5. All the payments will be made after publishing the advertisements in local/ national/regional news papers. All the cutting of the newspaper will be attached with the bill to enable to make the payment.
6. **No other charges will be made in any case excluding GST/service tax.**
7. All the advertisements could be collected estimate on DAVP rates personally for urgent action at your end. After awarded the job the estimate on DAVP rates, alongwith Hindi version of short & detail advertisement may be submitted immediately to ICAR-NRCL, Muzaffarpur.
8. All the advertisements sent to you in local/national/regional news papers (If necessary) may be published immediately i.e. within 1-2 days time in Muzaffarpur, within 2-3 days time in all over India after receiving the approval otherwise the contract will be cancelled without giving any reason in this regard.
9. The agency should have an impressive background in the advertising market with exposure of working with Central/State Govt. Department/Autonomous bodies of Govt. of India/Corporation of Govt. of India reputed public or private organizations copies of the same should be furnished.
10. The contract will be signed initially for period of one year, extendable to a period depending on the mutual agreement of ICAR-NRCL and the agency with such modifications as may be felt necessary. During the period of agreement, the terms and conditions of the contract will not be subject to any change.

Invitation to Tender

11. A media list comprising the suitable newspapers will be prepared keeping in view the need and relevance of advertisement message and the target readers and the advertisements will be released accordingly.
 - i. The advertisements will be released through the empanelled advertising agencies on DAVP rates.
 - ii. The advertisements on All India basis will be considered and released as per the requirement of the advertisement only on the recommendation of ICAR-NRCL.

12. Process for Release of Advertisement

- i. The agency will depute a qualified representative for the collecting the matter for advertisement from the Administrative Officer of ICAR-NRCL.
- ii. The agency will arrange to get the advertisement published in the desired newspapers and on desired dates, at DAVP rates.

- iii. The agency will release all the advertisements in the minimum possible space, as per the set standards/specifications, in the newspapers.
- iv. If the advertisement is misprinted and published wrongly, the concerned agency will arrange to publish corrigendum at its own cost at the earliest. In case the agency fails to get the corrigendum published within the time limit the decision of the ICAR-NRCL authorities will be final with regards to payment of bill.
- v. The empanelled agency shall arrange for publicity of Institute activities in the press and electronic media, at no extra cost, if required.
- vi. The Institute reserves the right to release any advertisement directly to the newspaper (s) or through any other advertising agency, which may not be on the Institute's panel.

13. Payment

- i. Payment to the agency will be made after the submission of pre-receipted bills in triplicate, accompanied copies of the published advertisements in the respective newspapers.
- ii. The payment will be made strictly as per the DAVP rates, which are applicable to ICAR-NRCL.
- iii. The GST/service tax will be paid extra at the rate determined by Government of India from time to time. The agency will have to deposit the GST/service tax to the concerned Deptt. And submit documentary evidence of such deposit to ICAR-NRCL as and when required/demand.

14. Penalty

ICAR-NRCL, Muzaffarpur will have the sole right to impose penalty for deficiency in services on the following grounds:

- i. If the agency fails to complete the work in the scheduled time-frame, ICAR-NRCL, Muzaffarpur will be at liberty to get the work done from other advertising agencies at the risk and cost of the defaulting agency and may also impose penalty on it.
- ii. ICAR-NRCL, Muzaffarpur reserves its right to deduct appropriate amount from the bill in case the work undertaken by the agency on behalf of ICAR-NRCL, Muzaffarpur is found substandard or unsatisfactory or not as per the specifications given by ICAR-NRCL, Muzaffarpur.
- iii. In case of default on the part of advertising agency ICAR-NRCL, Muzaffarpur shall reserve the right to forfeit the security deposit either in part or full, besides any other actions (s) as deemed fit.
- iv. If the Service provided by the Agency is found to be unsatisfactory or if at any time it is found that the information provided for empanelment is false, the ICAR-NRCL, Muzaffarpur reserves the right to remove such agency from the empanelled list along with forfeiture of security Deposit.
- v. If the service of the advertising agency is not found satisfactory, the office has the right to cancel the contract at any time without giving any reasons.

15. Jurisdiction

All questions disputes or difference under, out of or in connection with the contract if concluded shall be subject to the exclusive jurisdiction of the Court within the local limits of whose jurisdiction the place which the Acceptance of Tender is issued, is situated i.e. Muzaffarpur.

Only online bid will be accepted on CPP portal www.eprocure.gov.in

The Director, ICAR-NRCL, Muzaffarpur reserves the right to accept or reject any or all tenders without assigning any reasons (s) thereof.

Administrative Officer

**Tenderer to fill up this page
(In Firm's Letter head)**

1. (a) Name of the Tenderer firm/Organization/Agency:
(b) Name of the Proprietor/Partner:
(c) Year of Establishment:
2. Office Address of the firm:
in Muzaffarpur
3. Telephone/Mobile No.:
4. Fax No.:
5. E-mail Address;
6. Website address if any:
7. i) GST/VAT Registration No.
ii) Service Tax No.:
iii) PAN No.:
8. i) Firm's Bank Account No.:
ii) Name of Bank & Branch:
iii) IFSC Code No.:
9. Name of authorized representatives (s):
10. Whether proprietary or partnership firm or Company:
11. Name and contract details of person for tender and work order related information:
12. Whether DAVP rates are acceptable to the company :
13. Maximum time to publish the advertisements :
In Local/National/Regional News Papers

**Signature of Authorized person of the
Firm/Agency with**

CHECK LIST TO UPLOADED WITH TENDER DOCUMENT

Sl. No.	Specification	To be Marked Yes or No
1.	EMD of Rs. 5000	Yes/No
2.	Tender fees of Rs. 1000/-	Yes/No
3.	PAN Number of the firm	Yes/No
4.	Service Tax Registration/GST/TIN/Sales Tax Certificate	Yes/No
5.	Annual turnover in last three years (enclosed proof)	Yes/No
6.	List of Government/Semi Govt./corporation Departments where advertising work was done during the last three years	Yes/No
7.	Income tax Return for last three years	Yes/No
8.	Annexure-I	Yes/No
9.	Annexure-II	Yes/No
10.	Annexure-III	Yes/No
11.	Annexure-IV	Yes/No
12.	Any other information if any	Yes/No

Amount of Earnest Money	5000/- (Rupees Five thousand only)
Particulars of Demand draft for EMD	No. Date: Bank: Branch:
Amount of Tender Fee	1000/- Rupees one thousand only
Particulars of DD for Tender Fee	No. Date: Bank: Branch:

SIGNATURE AND SEAL OF BIDDER

**Undertaking by the firm for Information Furnished in
(On the firm's Letterhead)**

Dated:

I hereby certify that the information furnished above is full and correct to the best of my/our knowledge. We understand in case found any deviation in the above statement at any stage, the company will be black-listed and will not have any deal with the ICAR-NRCL, Muzaffarpur in future. I also agree to forfeit my earnest money if I fail to comply with any of the terms and conditions in whole or in part laid down in the tender form.

Stamp & Signature of the Bidder

**Tender Acceptance Letter
(to be given on Company Letter head)**

Dated:

To,

The Director
ICAR-National Research Centre on Litchi
Mushahari Farm, Mushahari
Muzaffarpur-842002

Sub: Acceptance of terms & Conditions of tender

Tender Reference No.; _____

Name of tender/Work: _____

Dear Sir,

1. I/We have downloaded/obtained the tender document (s) for the above mentioned 'Tender work' from the web site (s) namely: _____ as per your advertisement, given in the above mentioned website (s).

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from page No. _____ to _____ (including all documents like annexure (s), schedule (s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clauses contained therein.

3. The corrigendum (s) issued time to time by your department/organizations 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 the our firm in true & correct and in the even that the information in found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid of terminate the contract, without prejudice to any other rights or namely including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Tender Inviting Authority: Director, ICAR-NRC on Litchi, Muzaffarpur
Name of Work: Annual Rate Contract for Printing

Financial Bid

(This financial bid to be uploaded separately in PDF format duly signed by the bidder)

To
The Director,
ICAR-National Research Centre on Litchi
Mushahari Farm, Mushahari, Muzaffarpur-842002

Sir,

I/we wish to submit our Tenders annual rate contract of DAVP empanelled agencies who can provide professional service for publication of advertisement in all leading Local/National/Regional News papers (both English & Hindi) at ICAR-NRCL, Muzaffarpur on the following rates:

Sl. No.	Particulars	Discount Rate (in Percentage Only)
01	DAVP Rates for publication of advertisement in local/national/regional News paper	

- No other charges will be made in any case excluding GST/Service Tax.

Signature and Seal of the Bidder

Name & Address of the firm _____

Telephone No. _____

Mobile No. _____

Email ID _____