

भाकृअनुप - औषधीय एवं मगंधीय पादप अनुसंधान निदेशालय
बोरीआवी - 387 310, आणंद, गुजरात, भारत.

ICAR-Directorate of Medicinal and Aromatic Plants Research
Boriavi - 387 310, Anand, Gujarat, India.

Ph. No:(02692) 271600,05,06 Fax:(02692) 271601 Website:https://dmapr.icar.gov.in

F.No. 19-1/08-Contract/Vol.VIII/ 6705

Dated 19/12/2017

NOTICE INVITING TENDER THROUGH E-PROCUREMENT

Online Bids are invited from the interested firms under **two bid system** for providing the **JOB WORK CONTRACT FOR CARRYING OUT VARIOUS FARM OPERATIONS/LAB. WORK** at ICAR-Directorate of Medicinal and Aromatic Plants Research, Boriavi -387310, Anand, Gujarat. Manual bids shall not be entertained.

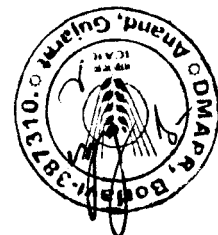
Tender documents may be downloaded from e-Procurement website of CPP <https://eprocure.gov.in/eprocure/app> as per the schedule as given in **CRITICAL DATE SHEET** as under:

CRITICAL DATE SHEET

Tender No.	No. F. 19-1/08-Contract/Vol. VIII
Date and Time for Issue/Publishing	04.00 PM on 19/12/2017
Document Download/Sale Start Date and Time	04.00 PM on 19/12/2017
Bid Submission Start Date and Time	04.00 PM on 19/12/2017
Pre bid meeting	11.00 AM on 28/12/2017
Bid Submission End Date and Time	03.00 PM on 10/01/2018
Date and Time for Opening of Technical Bids	03.30 PM on 11/01/2018
Address for Communication	Administrative Officer, ICAR-Directorate of Medicinal & Aromatic Plants Research, Boriavi -387310, Anand, Gujarat

Sd/-

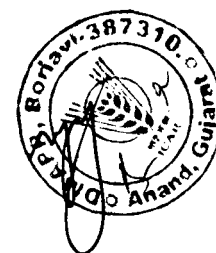
Administrative Officer



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INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. The tender form/bidder documents may be downloaded from the website: <https://eprocure.gov.in/eprocure/app>. and <http://dmapr.icar.gov.in> Online submission of Bids through Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) is mandatory. Manual/Offline bids shall not be accepted under any circumstances.
2. Tenders/bidders are requested to visit website <https://eprocure.gov.in/eprocure/app> and www.dmapr.icar.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 Council reserves the right to accept or reject any or all the tenders.
4. The interested Firms are required to deposit (in original) and Earnest Money Deposit (EMD) of the amount mentioned against item in the form of Demand Draft/Bank Guaranty / Fixed Deposit Receipt / Banker's Cheque from any of the Commercial Bank in favour of **ICAR Unit: DMAPR payable at Anand** may be addressed to the **Administrative Officer, ICAR-Directorate of Medicinal and Aromatic Plants Research, Boriavi -387 310, Anand, Gujarat** on or before bid opening date and time as mentioned in the Critical Date Sheet.
5. The firm should send the Original brochures of the product and may be addressed to the Administrative Officer, **ICAR-Directorate of Medicinal and Aromatic Plants Research, Boriavi – 387 310, Anand, Gujarat** on or before bid opening date and time as mentioned in the Critical Date Sheet.
6. Bidder need not to come at the time of Technical as well as Financial bid opening at ICAR-DMAPR. They can view live bid opening after login on CPP e-Procurement Portal at their remote end. If bidder wants to join bid opening event at ICAR-DMAPR then they have to come with bid acknowledge slip that generates after successfully submission of online bid.



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

- **TECHNICAL:**

- a. Scanned Copy of the Registration certificate of the firm under the work contract of the **Appropriate Authority. [Registration under Shop & Establishment Act 1948 (Mumbai) / the Companies Act, 2013 /or any other Act.]**
- b. **Scanned copy of Last 3 years experience** in manpower supply in Central Govt. establishments/Autonomous bodies of Govt. of India/ Corporations of Govt. of India/reputed public or Private Organizations. Provide the **details in tabular form as per Annexure - A.**
- c. **Scanned copy of Income Tax Return (ITR) for the last three years.**
- d. Scanned Copy of Certified Balance Sheet of the firm for last year by the Chartered Accountant.
- e. Scanned Copy of Duly certified copies of the satisfactory services / work order where the tenderer is providing services as mentioned on **Sl. No. b** for the **last three years.**
- f. Scanned Copy of certificate from Chartered Accountant showing minimum turnover of Rs. 1.00 crore in the last financial year.
- g. Scanned Copy of Employee EPF registration certificate.
- h. Scanned Copy of Employee ESI registration certificate or Workmen Compensation (WC) Certificate whichever is applicable.
- i. Scanned copy of EPF **Challan of preceding three months.**
- j. Scanned copy of PAN CARD.
- k. Scanned copy of valid ISO Certificate in manpower supply services.
- l. Scanned copy of GST registration certificate. Please attach copy of **Challan of preceding three months.**
- m. Scanned copy of Tender fee and Earnest Money Deposit (EMD) / its exemption, if any.
- n. Scanned Copy of Annexure – II and Tender Acceptance Letter Annexure - III.

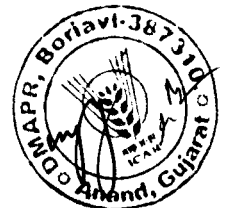
All necessary documents in support of the details for Sl. No. a to n must accompany with the technical bid. The bid is liable to be rejected in case documents are not uploaded in the technical bid on CPP Portal, documents are incomplete or in case any certification / registration has already expired 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.

- **FINANCIAL BID:**

- (a) Price Bid as BoQ_XXXX.xls

Sd/-

Administrative Officer



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TERMS AND CONDIONS

1. The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts and the special terms and conditions are detailed in the tender forms and its schedules. Please submit your rates online if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.
2. **An earnest money (EMD) of Rs.1,25,000/- (Rupees one lakh twenty five thousand only) must be deposited in the form of demand draft / Bank Guarantee / FDR payable to "ICAR Unit - DMAPR" payable at Anand. The particulars of the earnest money deposited must also be super scribed on the top of the envelope by indicating the Tender Reference Number and date.** The tenders will not be considered if earnest money is not deposited. The EMD will be refunded to the unsuccessful tenderers as promptly as possible where as in the case of successful tenderer EMD will be refunded after deposition of Security deposit @ 5% of the contract value in form Demand Draft / Bank Guarantee.
3. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tenders, he will not resile from his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the Institute. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Institute.
4. If tenderer does not accept the offer, after issue of letter of award by the Institute within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.
5. The ICAR-DMAPR is not bound to accept the lowest or any other tenders and also reserves to itself the right of accepting the tenders in whole or in part. You are however at liberty to bid for the whole or any portion or to state in the tenders that the rates quoted shall apply only if the tenders are considered fully. Other conditional Tenders will not be accepted.
6. **An amount @ 5% of the contract value as a security deposit** for the contract is to be deposited by the selected agency/successful tenderer only after receiving a communication from the ICAR-DMAPR Boriavi. In the event of non-deposition of the same, the earnest money will be forfeited. The security deposit will be refunded on successfully completion of the contract. The dues if any, not settled by the agency will be recovered from the security deposit.
7. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.
8. GST or any other tax applicable or made applicable after awarding the contract in respect of the contract shall be payable by contractor and ICAR will not entertain any claim whatsoever in this respect. However the GST or any other tax which is as per the



- rules of the Govt. shall be deducted at source from monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time by Government. GST or any other tax on material in respect of this contract shall be payable by the contractor and ICAR-DMAPR will not entertain any claim whatsoever in this respect.
9. The Contractor shall make payment of compensation in case accidental injury in accordance with provisions of Workmen Compensation Act, 1923. For this the contractor shall take insurance policy for the laborers engaged for this job. The contractor shall also submit copy of insurance policy to the undersigned before commencement of work.
 10. Director, ICAR-DMAPR Boriavi reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the tenderer.
 11. Decision of Director, ICAR-DMAPR, Boriavi shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, Institute. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.
 12. Acceptance by the Institute will be communicated by FAX / Express letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX /Express letter etc. should be acted upon immediately.
 13. The supporting /allied services staff should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of the staff/supervisor is to go on leave under intimation to this office.
 14. Changing of staff /Supervisor should be intimated to Chairman, Farm Management Committee.
 15. The Director, ICAR-Directorate of Medicinal & Aromatic Plants Research, Boriavi reserves the right to reject any or all quotations in whole or in part without assigning any reasons therefore. The decision of the Director, ICAR-DMAPR shall be final and binding on the contractor / agency in respect of clause covered under the Contract.
 16. The staff provided should also maintain secrecy and discipline in the premises of Institute.
 17. The Contractor shall keep a complaint register with his supervisor and it shall be open to verification by the authorized officer of DMAPR for the purpose. All complaints should be immediately attended to by the agency.
 - a) The agreement is terminable with one month notice on either side.
 - b) The contractor shall not sublet the work written permission of the ICAR.



- c) The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
- d) The selected agency shall provide necessary personals for ICAR-DMAPR, Boriavi as per labour acts prevalent in the Gujarat State. The agency shall preferably employ good and reliable manpower with robust health within the age group of 21 to 45 years. In case any of the personnel so provided is not found suitable, by the ICAR-DMAPR, the ICAR-DMAPR shall have the right to ask for their replacement without giving any reasons thereof and the agency shall have to replace such persons immediately.
- e) The persons so provided by the agency under this contract will not be the employee of the ICAR-DMAPR and there will be no employer-employee relationship between the DMAPR and person so engaged by the contractor in the aforesaid services.
- f) The farm implements would be provided by the Directorate and their maintenance would also be done by the Directorate.
- g) After physical inspection of the site, the detailed estimates including assessment/requirements of man powers for carrying out seasonal farm operations and laboratory work at the Main Campus, Boriavi and Farm Campus, Lambhvel, the Tenders should indicate only the lump-sum amount in respect of all the services covered under this contract and that rates should not be proposed on the basis of man powers to be deployed under the contract. No request for alteration in the rates once quoted will be permitted within one year.
- h) The rates to be quoted should include cost of each and every item including transportation cost, and manpower cost and taxes etc. based on **prevailing minimum labour wages prescribed by the Central or State Govt. whichever is higher**. The ICAR-DMAPR shall not bear any extra charge on any account whatsoever i.e. EPF contribution, Uniform, Liveries, OTA, etc. However, the ICAR-DMAPR Boriavi will pay the **Wages and Variable Dearness Allowance at the enhanced rate announced by the Central or State Govt. whichever is higher as announced by the Govt. from time to time**. Further, the statutory liabilities on **Variable Dearness Allowance and Revised Basic Pay if any** will be paid by us.
- i) The contractor will discharge all its legal obligations in respect of the workers to be employed/ deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of labour law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the ICAR-DMAPR 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 of Central or State. In case of any dispute, the decision of the Director, ICAR-DMAPR shall be final and binding on the contractor.
- j) Income Tax will be deducted from the payments due for the work done as per rule.



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- k) They should not leave their points unless and until the reliever comes for shift duties, supervisor will maintain all the registers, which are kept at Farm Section.
- l) The contractor must employ adult labour only. Employment of child labour may lead to the termination of the contract.
- m) The contract is subject to the condition that the tenderer will comply with all the laws and acts of the Central Govt., State Govt., relating to this contract made applicable from time to time.
- n) Risk Clause: ICAR-DMAPR reserves the right to discontinue the service at any time if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Security deposit or pending bills or by raising a separate claim.
- Work should be executed during working hours on working days or as and when required.

LIQUIDATED DAMAGES CLAUSE / PENALTY CLAUSE:

- 1) An amount equivalent to two days of contract amount, subject to a minimum of Rs.500/- will be levied as liquidated damages per day whenever and wherever it is found that the work is not up to the mark in any section. It will be brought to the notice of the supervisory staff of the firm by DMAPR and if no action is taken within one hour liquidated damages clause will be invoked.
- 2) Any misconduct / misbehavior on the part of manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.

18. Other terms & Conditions:

- 1.1 In the tender for labour/manpower supply contracts, compliance by contractors regarding compliance of EPF & MP Act' 1952 needs to be specified along with other labour laws, names of contractors covered under the EPF & MP Act. The same can be searched and downloaded from the website – www.epfindia.gov.in
- 1.2 The contractor should enclose a copy of ECR, e-challan and salary/wages register reflecting P.F. deductions, along with invoice / bill for releasing the payment.
- 1.3 Under the statutory provision, employee wise details of PF dues deducted from the salary/ wages of the employees along with employer's share should be submitted in the form of electronic challan cum return (ECR), thereafter, the generated e- challan from the EPF website is to be submitted. Since the consolidated ECR of the contractor regarding manpower supplied to all public and private sectors will be very bulky and will create confusion/ excessive time and energy consumption at the level of DDOs, hence separate ECR's and a separate e- challan as stated above with respect to the manpower deployed in the particular office is required to be submitted before release the payments to the contractor.



- 1.4 At the end of the year, EPFO generates statement of accounts of individual members' account reflecting opening balance, contributions, withdrawals, interest and closing balance etc. The contractor has to submit these annual statements of accounts in the office/ Department.
- 1.5 Employees may be guided to obtain e- passbooks from EPFO website.

The Director, ICAR-Directorate of Medicinal & Aromatic Plants Research, Boriavi -387310 reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of the Director, ICAR-DMAPR shall be final and binding on the contractor / agency in respect of any clause covered under the Contract.

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Lambhvel Farm

7	Herbal garden	Preparation of plots, sowing, transplantation, irrigation, application of FYM, spray of agrochemicals, weeding and hoeing, earthing-up, gap filling, harvesting, threshing, seed cleaning, storage, etc.	01	Unskilled 100 mandays	
8	Arboretum	Plantation, gap filling, basin cleaning, weeding, hoeing, irrigation, seed irrigation, seed collection etc collection etc.	2.0	Unskilled 100 mandays	
9	Experimental crops (Ashwagandha, kalmegh, lemon grass, safed musli, palmarosa, asparagus, guggal)	Preparation of plot, seed sowing, transplantation, irrigation, application of FYM/Fertiliser, spray of agrochemicals, weeding and hoeing, earthing-up, harvesting, threshing, seed cleaning, storage, digging of root, layout, selfing, crossing etc.	02	Unskilled 300 mandays	
10	General Crops (Isabgol, Asalio, Ashwagandha, aloe, patchouli, kalmegh, safed musli, lemon grass, palmarosa, senna, guggal, summer pulses crop for soil improvement etc.)	Preparation of plot, seed sowing, transplantation, irrigation, application of FYM/Fertilizer, spray of agrochemicals, weeding and hoeing, earthing-up, harvesting, threshing, seed cleaning, storage, digging of root etc.	01	Unskilled 100 mandays	
11	Garden (General) / Nursery	Person should be skilled enough to write and read the botanical names in English and Gujarati.	01	Skilled 25 mandays	
12	Garden (General) / Nursery	Maintenance of garden, cutting of hedge and lawn, planting and replanting of plants, preparation of potting mixture, weeding, irrigation, maintenance of potted plants etc. (for both farm)	0.5	Unskilled 50 mandays	
13	Compost preparation	Collection of grass and Stover, making of compost mixture, preparation of bed, moistening, sieving of compost, storage etc. (for both farm)	0.17	Unskilled 25 mandays	
14	Net/Poly house	Preparing of potting mixture, filling of bags, cutting making, weeding, irrigation, maintenance of potted plants etc. (for both farm)	0.5	Unskilled 50 mandays	



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(Reference for BOQ) (To be quoted in format provided on CPP Portal)

Price bid for **VARIOUS FARM OPERATIONS / LABORATORY WORK** at ICAR-Directorate of Medicinal and Aromatic Plants Research, Boriavi -387 310, Anand, Gujarat:

ICAR-DMAPR, BORIAVI FARM

S. No.	Name of the WORK	Description of work to be done	Area (ha)/ Labs	Skilled/ Unskilled per month (1 month = 25 mandays)	Per unit price* (in figure/words) as per BOQ) Rate / month (Rs.)
	Herbal garden	Preparation of plots, sowing, transplantation, irrigation, application of FYM, spray of agrochemicals, weeding and hoeing, earthing-up, gap filling, harvesting, threshing, seed cleaning, storage, etc.	1.0	Unskilled 100 mandays	
2	Field Gene Bank	Preparation of plot, seed sowing, transplantation, irrigation, application of FYM, spray of agrochemicals, weeding and hoeing, earthing-up, gap filling, etc.	2.0	Unskilled 100 mandays	
3	Experimental crops (Isabgol, Asalio, Ashagandha, aloe, patchouli, kalmegh, safed musli, lemon grass, palmarosa, asparagus, senna, guggal etc.)	Preparation of plot, seed sowing, transplantation, irrigation, application of FYM/Fertiliser, spray of agrochemicals, weeding and hoeing, earthing-up, harvesting, threshing, seed cleaning, storage, digging of root layout, crossing / selfing etc.	02	Un skilled 300 mandays	
4	General Crops (Isabgol, Asalio, Ashwagandha, aloe, patchouli, kalmegh, safed musli, lemon grass, palmarosa, senna, guggal, summer pulses crop for soil improvement etc.)	Preparation of plot, seed sowing, transplantation, irrigation, application of FYM/Fertiliser, spray of agrochemicals, weeding and hoeing, earthing-up, harvesting, threshing, seed cleaning, storage, digging of root etc.	2.0	Unskilled 200 mandays	
5	Lab work (Organic chemistry, Biotechnology, Genetics and Plant Breeding, Soil Science, Horticulture, Physiology)	Glassware plastic ware cleaning, helping in sample preparation, solutions, etc.	18 Workbenches	Unskilled 450 mandays	
6	Maintenance of herbal garden and nursery	Person should be skilled enough to write and read the botanical names.	02	Skilled 50 mandays	



Work to be done under External funded projects

15	Field Work/ Lab Work N.F	Maintenance, assistance in sample collection and preparation	0.17	Unskilled 25 mandays	
16	NMPB	Training module project related activities	2 Workbenches	Skilled 50 mandays	
17	DUS	Seed sowing, transplanting and crop maintenance	0.17	Unskilled 25 mandays	
18	DUS	Collection, data recording, data entry etc.	1 Workbench	Skilled 25 mandays	
19	Transcriptome and Discovery of pathways	Sample Preparation and other related activities	0.35	Unskilled 50 mandays	
20	Transcriptome and Discovery of pathways	Person should be skilled for selfing and crossing	0.17 hectares	Skilled 25 mandays	
21	Mango/CSS	Sampling, nursery etc., activities	0.17	Skilled 25 mandays	
22	NMPB	Sampling, nursery etc., activities and crop maintenance	0.35	Unskilled 50 mandays	
23	HVC	Field Work/ Lab Work	1 Workbenches	Skilled 25 mandays	
24	Project Work	Field/Lab. work	1 Workbenches	Skilled 25 mandays	
25	Project Work	Field/Lab. work	1 Workbenches	Unskilled 25 mandays	
[I] Total					
[II] EPF per month @13.36 %					
[III] Bonus per month @ 8.33% of Rs. 7,000/- or minimum wages paid whichever is higher.					
[IV] Liability other than EPF / Bonus and other applicable taxes etc. applicable from time to time. The tenderer should account for TDS amount @2% of the total payment excluding GST i.e. at the highest applicable rates irrespective of the status of the tenderer as an individual contractor / firm / trust. It may be noted that the rate of Income tax will be computed @2% of the total payment including service charges excluding GST i.e. at the highest applicable rates irrespective of the status of the tenderer as an individual contractor /firm / trust.					
[V] The Service charge of the contractor (for 1 month) considering all unforeseen expenses.					
Total [I] + [II] + [III] + [IV] + [V]					
GST [If applicable]					
Grand total					
In words					
Note: PLEASE QUOTE YOUR RATE / MONTH FOR THE REQUIRED MANDAYS AS PER THE MINIMUM WAGES FOR THE PARTICULAR SCHEDULE OF WORK (AGRICULTUE SECTOR) AS NOTIFIED BY THE CENTRAL OR STATE GOVERNMENT WHICHEVER IS HIGHER AS ON THE DATE OF PUBLICATION OF THIS TENDER.					

- Note: (i) The need based skilled and unskilled work will be taken under different externally funded projects as and when required as per same norms by the contractor.
- (ii) The tenderer is purely of job work nature, however, the mandays mentioned in the tenderer are for appraising the firms about the quantum of job only.

*Tax extra as applicable should be indicated separately in the column provided.

Note: The above mentioned Financial Proposal/Commercial Bid format is provided as BoQ_XXXX.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BoQ_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the Financial 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 and tenderer is liable to be banned from doing business with ICAR-DMAPR.



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ANNEXURE-II



भारतीय कृषि अनुसंधान परिषद - औषधीय एवं सगंधीय पादप अनुसंधान निदेशालय
बोरीआवी - 387 310. आणंद, गुजरात, भारत.
ICAR-Directorate of Medicinal and Aromatic Plants Research
Boriavi - 387 310, Anand, Gujarat, India.
Ph.No:(02692) 271600,05,06 Fax:(02692) 271601. Website: www.dmapr.org.in

Name of the Firm :

Registered /Postal Address :

1	Permanent Account Number (PAN) No	
2	GST 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	
g	Addaar No	
h	E-mail id	

Date:

Name of the Authorized Signatory

Place:

Stamp & Signature



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

Date:

To,
.....
.....
.....

Sub: Acceptance of terms and conditions of tender.

Tender Reference No.:

Name of tender/work:-

.....
.....

Dear Sir,

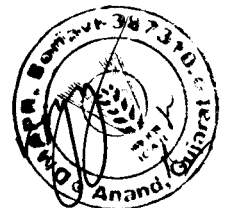
1. I/we have downloaded / obtained the tender documents(s) for the above mentioned 'Tender/work' from the web site(s) namely:

.....
.....

As per your advertisement, given in the above mentioned website(s).

1. 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 by the terms / conditions / clauses contained therein.
2. The corrigendum(s) issued from time to time by your department / organisations too have also been taken into consideration, while submitting this acceptance letter.
3. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality / entirety.
4. I/we do hereby declare that our Firm has not been blacklisted / debarred by any Govt. Department/Public Sector Undertaking.
5. I/we certify that all information furnished by the our Firm is true and correct and in the event the information is found to be incorrect/untrue or found violated, then your department/organisation shall without giving any notice or reason therefore 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)



INSTRUCTIONS FOR ONLINE BID SUBMISSION:

The bidders are requested 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 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:

- Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link **“Online Bidder Enrolment”** on the CPP Portal which is free of charge.
- As part of the enrolment process, the bidders will be required to choose an unique username and assign a password for their accounts.
- 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.
- Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority Recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 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.
- 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:

- 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.



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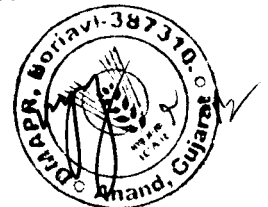
- Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 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:

- Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 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 deviation from these may lead to rejection of the bid.
- 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.
- 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.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" 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 and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS:

- 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.
- The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- Bidder has to select the payment option as "Offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- Bidder should prepare the EMD as per the instructions 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,

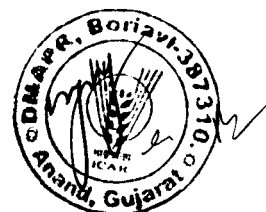


physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

- Bidders are requested to note that they should necessary 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 changes. 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.
- The server 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 bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 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 authorised bid openers.
- The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 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 all other relevant details.
- 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:

- 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 contact person indicated in the tender.
- 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.



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DETAILS OF JOB WORK CONTRACT AND E.M.D

Sl. No	Item	Qty	Earnest Money in INR	File No. for reference
1	JOB WORK CONTRACT FOR CARRYING OUT VARIOUS FARM OPERATIONS/LAB. WORK at ICAR- Directorate of Medicinal and Aromatic Plants Research, Boriavi -387310, Anand, Gujarat.	--	1,25,000/-	F.No. 19-1/08-Contract/Vol.VIII

