



*ISO 9001:2008*  
**ICAR-NATIONAL BUREAU OF SOIL SURVEY & LAND USE PLANNING**  
**AMRAVATI ROAD, NAGPUR- 440 033**

Phone +91(0712) 2500545, 2500664, 2500226, 6639777, 2500386,

Fax +91(0712) 2500534

Website <https://www.nbsslup.in/>

Email : [director.nbsslup@icar.gov.in](mailto:director.nbsslup@icar.gov.in)

**F. No. 1-84/St/2019-20/**

**Date: 18.2.2020**

**NOTICE INVITING TENDER THROUGH E-PROCUREMENT**

Online Bids are invited from firms for the rate contract for **Annual Maintenance Contract for Computers and Peripherals ( Comprehensive) installed at ICAR-NBSS&LUP, Nagpur. Manual bids shall not be entertained.**

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

**CRITICAL DATE SHEET**

Tender ID No.	<b>2020_DARE_545546</b>
Date and Time for Issue/Publishing	10.00 A.M. on 24/2/2020
Document Download/Sale Start Date and Time	10.00 A.M. on 24/2/2020
Bid Submission Start Date and Time	10.00 A.M. on 24/2/2020
Bid Submission End Date and Time	03.00 PM on 16/03/2020
Date and Time for Opening of Bids	03.00 PM on 17/03/2020
Address for Communication	Director, ICAR-Director, National Bureau Of Soil Survey and Land Use Planning Amravati Road, Nagpur-440033

Sd/-

**ASSTT. ADMINISTRATIVE OFFICER**

## **INSTRUCTIONS FOR ONLINE BID SUBMISSION**

1. The tender from/bidder documents may be downloaded from the website: <https://eprocure.gov.in/eprocure/app>. 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> 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) **Tender Fee of Rs. NIL** in the shape of Demand Draft prepared in favour of **ICAR Unit: ICAR-NBSS&LUP, Nagpur, payable at Nagpur** may be addressed to the **Administrative Officer, ICAR-National Bureau of Soil Survey & Land Use Planning, Amravati Road, Nagpur - 440033** on or before bid opening date and time as mentioned in the Critical Date Sheet.
5. The interested Firms are required to deposit (in original) Earnest Money Deposit (EMD) of **Rs. 10,000/- ( Rs. Ten thousand only )** in the form of Demand Draft/Bank Guarantee from any of the Commercial Bank in favour of **ICAR Unit: ICAR-NBSS&LUP, Nagpur, payable at Nagpur** may be addressed to the **Administrative Officer, ICAR-National Bureau of Soil Survey & Land Use Planning, Amravati Road, Nagpur - 440033** on or before bid opening date and time as mentioned in the Critical Date Sheet.
6. Bidders need not come at the time of Technical as well as financial bid opening at ICAR-NBSS&LUP. 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-NBSS&LUP then they have to come with bid acknowledgement slip that generates after successfully submission of online bid.

## **TECHNICAL**

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

- a. The firm /company should attach self attested photocopies of documents related to allocation of its Registration Number, Partnership deed (whichever applicable power of attorney).
- b. Scanned copy of Income Tax Statement for the last two years.
- c. **Last 2 years experience** of the firm in the field of providing such work in Central Govt. establishments/State Govt/Autonomous bodies of Govt. of India/ Corporations of Govt. of India/reputed public or private organizations and provide the **details in tabular form as per Annexure A.**
- d. Duly certified copies of the satisfactory services where the tenderer is providing the work for the **last two years.**
- e. Permanent Account Number allotted by Income Tax dept.
- f. Scanned copy of Earnest Money Deposit (EMD)/its exemption, if any.
- g. Scanned Copy of Annexure –I & II

**Note : The above documents may be uploaded in the given sequence only, with no unnecessary documents.**

### **FINANCIAL BID:**

- (a) Price Bid as BoQ\_XXXX.xls

## **TERMS AND CONDITIONS**

1. Tender will be evaluated & awarded taking into account the overall lowest responsive offer of all the items.
2. The price (s) shall be quoted strictly as per tender technical specifications.
3. Quoted price should be FOR Destination at ICAR-NBSS&LUP, Amravati Road, Nagpur.
4. The tenderer should indicate rate of VAT/Central Sales Tax without Form-C.
5. The tendered is required to submit whole tender documents duly signed & stamped as a token of acceptance of NBSS&LUP tender terms & conditions.
6. Offer should be valid for **90 days** from the date of opening of bids.
7. Accept Liquidity Damage clause of tender.
8. Please provide Account No., Name of Bank & IFSC code of the Branch for e-payment.
9. No advance payment will be made. However, 50 % payment will be made after completion six month and satisfactory work.
10. The rates of items inclusive of all charges together with other terms and conditions should be written clearly.
11. It will be comprehensive AMC and shall cover all the parts under AMC. Any Damage due to natural calamities or physical damage may not be covered under AMC. However, the repair of such damage will be done on actual chargeable basis & no service charges shall be paid

12. **Resident Engineer**

The Firm should provide 01(one) Resident Engineer preferable having a minimum qualification of Bachelors Degree/Diploma in Computers/Diploma in Hardware from a reputed Institute. He should be stationed on fulltime basis at ICAR-NBSS&LUP, Nagpur during office hours for proper coordination. If required NBSS&LUP reserves the right to call the Engineer on Holidays to facilitate the working of NBSS&LUP. If the services of the engineer are not found satisfactory, he must be replaced immediately.

13. Tenderer is not eligible for award of the contract if the tenderer or the firm or any of the partners, Directors, Associates, Proprietors of the said firm have been convicted by a court to imprisonment for a period of 3 years or more.
14. The no. of computers/printers may be increased as & when any computer/printers warranty expires & the rate of individual item as mentioned in your bid.
15. Price bid to be submitted online only. Price bid submitted in any other mode shall not be accepted under any circumstances and rejected summarily. Financial Bid of only those

bidders, who meet the above Technical criteria, would be opened. Bids of those Bidders not fulfilling the eligibility criteria given above will be summarily rejected. The Director NBSS&LUP reserves the right to seek clarification on any or the documents submitted along with the Tenders.

16. **EMD/Security Deposit**

- (i) Contractor should submit **EMD of Rs. 10,000/-** ( Rs. Ten thousand only in the form of **Demand Draft** in favour of the “**ICAR Unit – NBSS&LUP, Nagpur**” must be submitted in separate envelope.
- (ii) Contractor should submit Security Deposit { @10% of the total AMC value} after awarding of the work order as per rules.

17. TDS will be deducted as per Govt. Rule.

18. 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.

19. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.

20. The Director, NBSS&LUP, Nagpur reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of the Director, NBSS&LUP, Nagpur shall be final and binding on the contractor / agency in respect of any clause covered under the Contract.

**ASSTT. ADMINISTRATIVE OFFICER  
ICAR-NBSS&LUP  
Nagpur**

**TECHNICAL BID**

1.	Name of the Firm/Agency	
2.	Full address with Tele./Mob. No., Fax No., e-mail	
3.	EMD of required amount (DD/No., date, Name of the Bank/Branch)	
4.	Registration Certificate of the Firm/Company	
5.	Service Tax Registration no.	
6.	Sales Tax / Value Added Tax Registration Certificate I.T. PAN No./ TIN No.	
7.	Proprietary Certificate /Authorized dealer certificate	
8.	Bank details for E-payment  (i) Name of the Account holder/firm/Company(Payee's Account Name)  (ii) Nature of Account (saving/current)  (iii) Name of the Bank  (iv) Bank Account No.  (v) Branch Address  (vi) IFSC Code of Bank/Branch	
9.	Check List	

Date:

Name of the Authorized Signatory

Place:

Stamp &amp; Signature

**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 on Page No. 4 (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)