



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

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

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

**F. No. 1-290/St/2020-21/**

**Date: 16.9.2020**

**NOTICE INVITING TENDER THROUGH E-PROCUREMENT**

Online Bids are invited from Interested firms under two bid systems for **Design and Development of NBSS&LUP Website**. Tender documents may be downloaded from e-procurement website of CPPP <http://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_584224</b>
Date and Time for Issue/Publishing	10.00 A.M. on 18/9/2020
Document Download/Sale Start Date and Time	10.00 A.M. on 18/9/2020
Bid Submission Start Date and Time	10.00 A.M. on 18/9/2020
Bid Submission End Date and Time	03.00 PM on 8/10/2020
Date and Time for Opening of Bids	03.00 PM on 9/10/2020
Address for Communication	Administrative Officer, ICAR-Director, National Bureau Of Soil Survey and Land Use Planning Amravati Road, Nagpur-440033

ASSTT. ADMINISTRATIVE OFFICER

**INSTRUCTIONS FOR BIDDER**

1. The tender form/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. Tenderers/bidders are requested to visit the website [https://eprocure.gov.in/eprocure /app](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) an Earnest Money Deposit (EMD) of the amount mentioned against item in the form of Account Payee Demand Draft/FDR-TDR/Banker's Cheque/Bank Guarantee from any of the Commercial Banks in favour of **ICAR Unit: ICAR-NBSS&LUP, Nagpur, payable at Nagpur** may be addressed to the **Director, ICAR-National Bureau of Soil Survey & Land Use Planning, Amravati Road, Nagpur – 440033**. **No quotation shall be considered without the earnest money deposit**. The earnest money will be refunded only after the finalization of the procurement and no interest will be paid on earnest money.
5. Bidder need not to come at the time of Technical as well as financial bid opening at NBSS&LUP, Nagpur. They can view live bid opening after login on CPPP eProcurement Portal at their remote end.

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

**Technical Bid**

- (a) Scanned copy of Earnest Money Deposit(EMD)/its exemption, if any
- (b) Scanned copy of Firm's registration, Pan Card, GST No., Tender Acceptance Letter (Annexure-V).
- (c) Scanned Copy of Annexure-II and IV duly signed and stamped by the bidder.
- (d) Scanned copy of experience on working with Central & State Government on Web application development.

**Financial Bid**

Price Bid as BoQ\_XXXX.xls

ASSTT. ADM.OFFICER

## **Terms & Conditions**

## **Annexure-II**

1. The tenderer shall quote rates, which will include the delivery & other incidental charges. Taxes etc. should be indicated separately.
2. The rates should be quoted as per the BOQ uploaded on the CPP Portal (reference may be obtained from Annexure-III). It must be noted that the contract shall be awarded to the firm which fulfills all the required terms and conditions.
3. The firm must also possess valid PAN No., GST registration number and a copy of the same must also be enclosed with the tender document.
4. The rates quoted should be of latest technology.
5. Firm should be able to provide cyber security services.
6. Modification in the tender documents after the closing date is not permissible.
7. The successful firm shall have to upgrade /design and development of NBSS&LUP website within 6 weeks from the date of confirmed supply order, if the upgradation are not completed in time than the purchase order may be cancelled and the performance guarantee may be forfeited, if time extension has not been granted by the Institute.
8. The validity of the Tender will be at least for 90 days from the date of opening of the Tender.
9. No variation in rates, terms and conditions and specifications shall be entertained.
10. The Director, NBSS&LUP shall have the right to reject all or any of the offers without giving any reasons.
11. Merely quoting of lowest rates does not mean that order shall be given to that firm. The decision of the competent authority will be final.
12. In case of foreign currency, conversion rates in INR will be taken on that day when financial bid is opened, to work out the cost of equipment, for comparative evaluation of the rates.
13. In case, the successful bidder shows inability to execute the contract at any stage, after the contract is awarded, for whatsoever reason(s), the earnest money/performance security deposited would be forfeited.
14. The Director, NBSS&LUP reserves the right to cancel the contract at any time during the currency period of the contract without giving any reason.
15. The firm, to whom the tender will be awarded, will have to deposit the performance security equal to 10% of the total amount within 14 (fourteen) days after notification of award of contract to the Firm. The formal purchase order will be issued only after receiving the performance security. The Performance security should remain valid for a period of 60 (sixty) days beyond the date of completion of all contractual obligations of the supplier, including warranty obligations. If the services are not found to be satisfactory, the performance security is liable to be forfeited. No interest will be paid on performance security.
16. If any dispute(s) arises between NBSS&LUP and the firm with reference to the contract, NBSS&LU will decide it and its decision will be binding on the firms.
17. Neither any official of a procuring entity nor a bidder shall act in contravention of the Integrity codes specified under Rule 175 of General Financial Rules 2017 which includes making offer, solicitation or acceptance of bribe, rewards or gift or any material benefits, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.

18. This Bureau is registered with DSIR and is exempted from Excise Duty. In case of imported goods, CDEC/DSIR will be provided to the firm only if it is imported in the name of Institute against the purchase order.

19. Payment-

(A) In case of imported good:-

(a) On shipment 90% of the contract price (FOB) shall be paid through irrevocable LETTER OF CREDIT upon submission of documents detailed in L/C.

(b) The balance 10% of the contract price(FOB) and other charges like freight, insurance and taxes etc., will be released after satisfactory installation/commissioning, training and other contractual obligations.

OR

(c) 100% of contract price through a direct Bank Transfer after receipt of prescribed documents and satisfactory installation/commissioning.

Note:- The bidder may choose only one mode of payment either L.C. or Direct Bank Transfer. The mode of payment once opted in the bid shall not be changed after opening of tender. In case, no option for mode of payment is given in the bid, payment will be made through L.C.

(B) In case of indigenous goods:

(i) 100% of the contract price on receipt of goods by the consignee after satisfactory /commissioning. The GST should be separately quoted as per Govt. of India order for research Institutes.

20. Installation:-

Within 30 days from the date of receipt of equipment in the Institute failing which Liquidated Damage clause shall be applicable.

21. Liquidated damage clause: It would be charged @ 0.5% (half per cent) of the base price (excluding taxes) of the delayed goods for each week of delay in supply and/or installation.

22. Prices –

**(A) In case of imported goods**

i. The rates should be quoted in foreign currency on FOB basis and all charges from FOB international port/Airport to FOR NBSS&LUP, Nagpur (like; air/sea freight, insurance, custom duty against CDEC, Custom Clearance charges, taxes & transportation charges upto NBSS&LUP) should be quoted in INR only.

ii. The **Indian Agency Commission** should also be indicated separately which will be paid in **equivalent INR** to Indian Agent of Principal Manufacturer after satisfactory installation of the equipment and after completion of all contractual obligations.

**(B) In case of Indigenous goods**

i. The rates should be quoted in INR. ii. The GST amount should be mentioned separately

**23. IN CASE OF IMPORTED/INDIGENEOUS GOODS: THE TENDERING FIRM/AGENT MUST ENCLOSE THE AUTHORIZATION CERTIFICATE FROM ITS PRINCIPAL MANUFACTURER. IN CASE OF NON-COMPLIANCE OF THIS CONDITON, TENDER WILL BE REJECTED.**

24. **Warranty:-** Warranty period should be at least one year from the date of installation or as specified in **Annexure VIII**, whichever is higher

25. Annual Maintenance Charges :- **The Tendering firm should quote the AMC charges for a period of One Years after expiry of warranty period.**

26. When Service is required vendor should be physically present at own arrangement at ICAR-NBSS&LUP, Nagpur.

**' Terms & conditions are acceptable'**

Dated :

**(Authorized signatory of the firm)**

### ANNEXURE – III

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

Price bid for Design and development of ICAR-NBSS&LUP website with bilingual ( English and Hindi)

Sr. No.	Name of the item	Quantity	Price (in figure / words (as per BOQ))
1.	Design and development of NBSS&LUP website in Bilingual (English and Hindi) in PHP frame work on Linux server for <a href="http://www.nbsslup.in">www.nbsslup.in</a> with customized admin panel for modification, uploading and maintenance of content upto 10 GB with 1 TB Bandwidth hosting alongwith AMC and SSL Certificate for One year	One	Price should only be quoted in BOQ format provided in cppp
2.	AMC cost for further one year	One	

\* 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 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 NBSS&LUP .

**Annexure – IV**



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

Name of the Firm \_\_\_\_\_

Registered / Postal Address \_\_\_\_\_

1.	Permanent Account Number (PAN) No.	
2.	Service Tax Registration No., if applicable	
<b><u>Bank Details :-</u></b>		
	a) Bank Name	
	b) Branch Address	
	c) Account No.	
	d) Type of Account (Current/Savings)	
	e) MICR NO.	
	f) RTGS/NEFT code	

Date:.....

Place:.....

Name of the Authorized Signatory

Stamp & Signature

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

Date:

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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 website(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 from time to time by your department/ organisation 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 our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefor 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 required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in 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 enroll 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 Enrollment” on the CPP Portal which is free of charge.

As part of the enrolment process, the bidders will be required to choose a 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.

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. documents required to be submitted as part of the bid. Please note the number of covers in which the bid Please go through the tender advertisement and the tender document carefully to understand the 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.

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 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 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.

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.

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.

The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

Upon the successful and timely submission of bids (ie 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 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 EMD**

<b>Sl. No.</b>	<b>Purchase of Item</b>	<b>Qty</b>	<b>Earnest Money in INR</b>	<b>File no. for reference</b>
<b>1</b>	<b>Design and development of NBSS&amp;LUP website with bilingual (English and Hindi)</b>	<b>1</b>	<b>5,000/-</b>	<b>F.No. 1-290/St/2019-20</b>