



भाकृ.अनुप.-राष्ट्रीय आर्किड्स अनुसंधान केंद्र
ICAR-National Research Centre for Orchids

पाक्योंग-737106,सिक्किम,भारत

Pakyong – 737 106, Sikkim, India

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F: No. NRCO/S/18(A)/19-20/..1079

Date: 21/11/19

Tender_ID- 2019_DARE_521121_1

TENDER NOTICE

The Director, ICAR-NRCO, Pakyong, Sikkim invites open e-tender through the Central Public Procurement Portal, URL:<http://eprocure.gov.in/eprocure/app> under two bid system (Technical Bid & Financial Bid) from eligible and qualified bidders for "Sale of condemned office vehicle " "Scorpio (Mahindra & Mahindra); Model No: VLX 2WD" at ICAR-NRC for Orchids, Pakyong, East-Sikkim - 737106 on "AS IS WHERE IS BASIS". The tenderers can inspect the above vehicle between 9:30 a.m to 4:30 p.m on working days from 22.11.2019 to 30.12.2019.

CRITICAL DATE SHEET

Tender No	NRCO/S/18(A)/19-20/1079 Dated: 21/11/19
Name of the Organization	ICAR-NRC for Orchids, Pakyong, Sikkim-737106
Date and Time for Issue/ Publishing Time	22/11/2019 4:00 PM
Document Download/Sale Start Date and Time	22/11/2019 4:30 PM
Document Download/Sale End Date and Time	30/12/2019 9:30 AM
Bid Submission Start Date and Time	22/11/2019 5:00 PM
Bid Submission End Date and Time	30/12/2019 10:00 AM
Date and Time for Opening Bids (Technical)	31/12/2019 11:00 AM
Address for Communication	Director, ICAR-NRC for Orchids, Pakyong, Sikkim-737106

IMPORTANT NOTES:-

1. Tender Documents can be downloaded from the ICAR- NRCO website <https://nrcorchids.nic.in/index.php/en/or> from the Central Public Procurement Portal URL:<http://eprocure.gov.in/eprocure/app> Bidders should enroll/register in the e-procurement module of Central Public Procurement Portal through the website: URL:<http://eprocure.gov.in/eprocure/app> for participating in the bidding process. Bidders should also possess a valid Digital Signature Certificate (DSC) for online submission of bids.
2. Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax/manually, etc. will be rejected.
3. Director, ICAR-NRCO reserves the right to accept/reject any or all the tenders in part/full without assigning any reason thereof.

4. **ICAR-NRCO** will not be responsible for any delay in enrollment / registration as bidder or submitting /uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) and enroll their Digital Signature Certificate and upload their quotation well in advance.
5. Any change/corrigendum/extension of opening date in respect of this tender shall be issued through websites & CPP only. Bidders are therefore requested to regularly visit NRCO website for updates.
6. 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 Director, **ICAR-NRCO** reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
7. The interested bidders are required to deposit (In original) an Earnest Money Deposit (EMD) in the form of Demand Draft on or before bid submission closing date by post latest by the last date of bid submission. The details of the DD physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time on CPP otherwise the uploaded bid will be rejected.

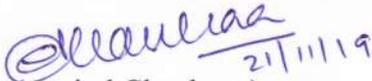
The Bidders are required to upload copies of the following documents:-

- a) Scanned copy of Earnest Money Deposit (EMD).
 - b) Scanned copy of all relevant documents as per technical bids required documents.
8. Instruction for online bid submission: As per the directive of the Government the tender document has been published on the CPP Portal. The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature certificates. All bids must be accompanied with all relevant documents. The bids received in time will be opened in the presence of the bidders/authorized representatives who opt to attend, at the address given above on the schedule time.

Notices and Important Notes:

- 1) **Instructions for Online Bid Submission**
- 2) **Terms & Conditions**
- 3) **Detailed Terms & Conditions**
- 4) **Technical Bid Format**
- 5) **Financial Bid**
- 6) **Tender Acceptance Letter**

- Annexure – I**
- Annexure – II**
- Annexure – III**
- Annexure – IV**
- Annexure – V**
- Annexure – VI**


21/11/19
(Arvind Chauhaan)

Assistant & Administrative Officer i/c

Copy to:

1. PA to Director, ICAR-NRC for Orchids, Pakyong (for his kind information).
2. Vehicle In-charge, ICAR-NRC for Orchids, Pakyong (for information & arranging the inspection of the vehicle during the period mentioned in the tender document)
3. SDM, Pakyong (with request for wide publicity through notice board)
4. RTO, Motor Vehicle Department, Government of Sikkim, Paljor Stadium Road, Upper Sichey, Arithang, Gangtok, Sikkim- 737101 (for information please).
5. The General Manager, SNT Department, Government of Sikkim, Paljor Stadium Road, Upper Sichey, Arithang, Gangtok, Sikkim-737101 (for information please).
6. Chairman, Vehicle Condemnation Committee, ICAR-NRC for Orchids, Pakyong.
7. ARIS CELL In-charge, ICAR-NRC for Orchids, Pakyong (with request to upload in office website and on CPPP).
8. Assistant Finance & Accounts officer, ICAR-NRC for Orchids, Pakyong, Sikkim (for information please).
9. Notice Board, ICAR-NRC for Orchids, Pakyong, Sikkim.
10. Guard file

Instructions for Online Bid Submission

A) Instructions for Online Bid Submission

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). 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: <http://eprocure.gov.in/eprocure/app>.

B) Registration

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll" on the CPP

Portal is free of charge.

- 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 Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / 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.

C) Searching for tender documents

- 1) 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.
- 2) 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.
- 3) 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.

D) 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 formats. Bid documents may be scanned with 100 dpi with black and white option.
- 4) 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" 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.

E) Submission of bids

- 1) Bidder should login to the site well in advance for bid submission so that he/she uploads 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 in the tender document.
- 3) The Bidder should prepare the EMD as per 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
- 4) A standard **Financial Bid** format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bid in the format provided and no other format is acceptable. **The bidders are required to download the format for Financial Bid and fill the particulars necessary details and submit/upload the same duly signed / stamped.**
- 5) 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.
- 6) 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 bid is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 7) The uploaded tender documents must become readable only after the tender opening by the authorized bid openers.
- 8) 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.
- 9) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

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TERMS AND CONDITIONS

Subject: Sale of Condemned Staff Car/ Vehicle-Reg.

ICAR-NRC for Orchids, Pakyong, Sikkim proposes to Sale/dispose off condemned Vehicle. Accordingly tender quotations are invited on behalf of Director, ICAR-NRC for Orchids, Pakyong, East Sikkim for Sale of Condemned Vehicle on "AS IS WHERE IS BASIS" subject to terms and conditions (mentioned below and **Annexures** enclosed herewith).

Details of Condemned Vehicle for Sale:-

Sl. No.	Vehicle No.	Type of Vehicle	Model no.	Date of purchase	Final Valuation	Location
1.	Sk-01P1085	Scorpio (Mahindra & Mahindra)	VLX 2WD	30/07/2009	Rs.2,69,796.00 (Two Lakh Sixty-Nine Thousand Seven Hundred Ninety-Six)	ICAR-NRC for Orchids, Pakyong, East Sikkim-737106

In case, the bidder is interested in purchase of Vehicle from ICAR-NRC for Orchids, Pakyong, Sikkim; Bidder may quote the highest offer in the enclosed quotation proforma (**Annexure-V**) and submit the same through CPP Portal.

Earnest money for an amount of Rs.10,000/- (Ten Thousand only) through demand draft drawn in favour of Director, ICAR-NRCO, Pakyong should reach the office of the Director, ICAR-NRC for Orchids, Pakyong, East Sikkim on (or) before **30.12.2019**. **Envelope Should be superscribed in bold capital letters " EMD for Sale of Condemned Vehicle "** . The bidder and their representative (not more than one) may remain present if they so desire at the time of opening of quotations on CPPP.

The vehicle can be inspected at the office of ICAR-NRC for Orchids, Pakyong, East Sikkim during office hour (**9:30 A.M to 4:30 P.M**) during working days from **22.11.2019 to 30.12.2019**, with the permission of the authority concerned/ Vehicle i/c ICAR-NRCO.

The highest bidder whose offer is accepted should deposit the full amount of quotation/ bid within 15 (fifteen) days from the date of acceptance of quotation/bid failing which amount so deposited as EMD shall be forfeited.

The Director, ICAR-NRC for Orchids, Pakyong reserves the right to accept or reject any or all quotation/bids without assigning any reason thereof. Date of receipt of quotation/bids or date of opening of quotation/ bids may be extended and same will be intimated through CPPP and Institute's website.


21/11/19
(Arvind Chauhaan)

Assistant & Administrative Officer I/c

DETAILED TERMS & CONDITIONS:-

1. Earnest money in the form of Demand Draft of Rs. 10,000/- (Rupees Ten thousand) only, payable at State Bank of India, Pakyong Branch, drawn in favour of Director, ICAR-NRC for Orchids, Pakyong, East Sikkim should be submitted before the closing date of bid submission on CPPP.
2. Bid submitted on CPPP, but demand draft towards EMD not submitted by post, bid will not be accepted.
3. The successful bidder will be required to deposit the bid full amount by means of Demand Draft drawn in favour of Director, ICAR-NRC for Orchids, Pakyong, East Sikkim within 15 days of acceptance of bids.
4. Earnest Money will be forfeited if the successful bidder fails to honor the bid. The Earnest Money of the successful bidder will be released only after transfer of registration of vehicle in her/his name. The EMD of successful bidder will be return after finalization of tender.
5. **The lifting orders of sold vehicle will be issued only after the successful bidder submit the full payment of bid value and documentary evidence in support of residential status viz. Aadhar Card/ Voter Identity Card/ Passport in case of individual and Registration Certificate in case of firm etc.**
6. Price of vehicle evaluated on the basis of "Final Valuation". The successful bidder(s)/parties who are ultimately issued the "Lifting Order" for such make/model of old vehicle shall have **no any monetary claim towards updating** of the Motor Vehicles Token Tax (R.C Book/Blue Book/ Registration) from the ICAR-NRCO, Pakyong.
7. **The sold vehicle will be removed by the successful bidder from the premises of ICAR-NRCO, Pakyong, Sikkim within Seven days at their own expenses after issue of lifting order** by the ICAR-NRCO, Pakyong.
8. The successful bidder will also be responsible for getting the registration certificate of the vehicle's transferred in her/his name at his/her own cost expeditiously. The ICAR-NRCO, Pakyong will not be responsible for any lapse on his part in this regard.
9. The vehicle will be disposed off on "**AS IS WHERE IS BASIS**" and no guarantee for its worth or quality will be given by the ICAR-NRCO, Pakyong, Sikkim.
10. **Successful bidder has to submit an affidavit on Non- Judicial Stamp Paper to the effect that the purchase vehicle shall be used for bonafide/ lawful purpose only.**
11. The bidder is not allowed to withdraw their bids.
12. The relevant DD of the Earnest Money(s) should reach the office on or before the last date receipt of bids, through speed post or registered post. Envelope Should be superscribed in bold capital letters "EMD for Sale of Condemned Vehicle".
13. Incomplete/conditional Tender(s) as well as Tender(s) without the DD(s) shall be rejected.

14. Ambiguous offer (s) quoted by the bidder(s) in his/her Tender Form(s) is also liable to be rejected. So, the offer(s) quoted for vehicle in each Tender Form should be correctly written down both in numerical figures and in words. Over-writing (in scanned documents) or making corrections should be avoided and in case if any error occurs it should be authenticated forthwith by the bidder(s) before submitting his/her Tender Form(s).
15. The first highest successful bidder(s) will have to submit bid amount within 15 days of acceptance of bid, failing which the DD towards Earnest Money(s) Deposit shall be forfeited abruptly without any prior notice. Thereafter, if necessary, allotment to the next eligible bidder (s) will be decided by the ICAR-NRCO based on the merit of the case whereupon the non-committal/evasive first highest bidder(s) shall have no any rights of claims.
16. In case any next inline unsuccessful lower bidder(s) desires, their Earnest Money deposited DD shall be refunded soon after the tender opening process. Consequently, such bidder(s) will cease to be a competitor and shall have no any rights of claim whatsoever in the current bid process.
17. The above vehicle can be physically inspected during the working days from 09:30 am to 4:30 pm during working days **from 22.11.2019 to 30.12.2019** with the permission of the Director/ Vehicle In charge, ICAR-NRCO, Pakyong, Sikkim.
18. If the item is not lifted from the premises within the scheduled time a sum of Rs. 500/- (Rupees Five Hundred) per a calendar day or part thereof for each day may be levied as ground rent.
19. This institute is not responsible for any theft, fire, untoward incident etc., after the prescribed time limit for lifting the item.
20. The Director, ICAR-NRC for Orchids, of this institute reserve the right to accept or reject any or all quotation/bids without assigning any reason thereof. Date of receipt of online quotation/bids or date of opening of online quotation/ bids may be extended and same will be intimated through CPPP website and institute's website only.
21. The above condemned vehicle is not recommended for registration for public commercial purpose.
22. Financial bids will be opened in respect of only those bidders whose technical bids qualify in all aspects.

Arvind Chauhaan
21/11/19

(Arvind Chauhaan)

Assistant & Administrative Officer I/c

TECHNICAL BID

Bid Submission Date:

Bid Opening Date:

Amount of Earnest Money	Rs. (in figure)..... Rs. (in words).....
Particulars of Demand Draft	No..... Date..... Bank..... Branch.....
Name of the Bidder
Address
Aadhaar card / Voter Identity Card/ Passport (self attested) (in case of individual) OR	
Registration certificate (in case of firm) along with PAN/TAN and GST Number	
Telephone Number

Address should be completed and supported with proof (**self attested copies of Aadhaar card / Voter Identity Card/ Passport**). The bidder should always be available for receiving communication at the given address.

I/ We have very carefully read the terms and conditions of the offer, particularly regarding earnest money and agreed to abide by these in letter and spirit. The decision of the ICAR-NRCO, Pakyong, Sikkim or any dispute arising out of the offer should be binding on me/us.

I/ We agree to the forfeiture of the earnest money if I/We fail to comply with all or any of the terms and conditions in whole or in part as laid down in the tender enquiry letter sated which would constitute and have force of a contract between me/us and ICAR-NRCO, Pakyong, Sikkim, if I/We /am/are declare a successful bidder.

I/We hereby undertake that the vehicle will be used for bona-fide/lawful purposes only.

I/ We accept all terms and conditions of tender document.

Place.....

Signature.....

Name:.....

FINANCIAL BID

Sl.No.	Vehicle Number	Model no.	Make	Amount Offered (in Rs.)
1.	Sk-01P1085 (One Vehicle)	VLX 2WD Scorpio	(Mahindra & Mahindra)	Rs. (in figure) Rs. (in words)

I/We submit my/our highest quotation for the staff car's offered for sale

Place.....

Signature.....

Name:.....

TENDER ACCEPTANCE LETTER

Date:.....

To,

The Director,
ICAR-NRCO,
Pakyong, Sikkim-737106

Sub: Acceptance of terms and Conditions of tender.

Tender Reference No:

Name of the tender/work:-

Dear Sir,

1. I/we have downloaded the tender documents for the above mentioned Tender from the website
(s) namely:

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

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

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

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

I/we do hereby declare that our Firm/Individual has not been blacklisted/ debarred by any Govt. Department/Public Sector Undertaking.

I/we certify that all information furnished is true and correct and in the event the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason thereof 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.

I/we hereby unconditionally accept the tender conditions of Earnest Money will be forfeited if the successful bidder fails to honor the bid. The Earnest Money of the successful bidder will be released only after transfer of registration of vehicle in her/his name

Yours faithfully,
(Signature of the Bidder, with Official Seal)

