



G.B. Pant National Institute of Himalayan Environment  
(Formerly Known as G.B. Pant Institute of Himalayan Environment)  
Kosi-Katarmal, Almora - 263 643, Uttarakhand  
E-tender notice  
**No.GBPNIHE/ ISRO-GBP Project /2019-20/25**

E- tenders are invited on behalf of the Director, GBPNIHE, Kosi-Katarmal, Almora from eligible reputed and registered firms/suppliers/manufacturers for supply of following equipment's:-

Sr. No	Equipment/Item	Qty.
1.	No-No2-Nox-chemilunesent Analyzer with Accessories Sample handling system, zero air unit, rack for analyzer	01

The tenderer will have to deposit an earnest money of amounting to Rs. 2.5% of the quoted price only in shape of D.D./pay order in favour of Director, GBPNIHESD and payable at any nationalized bank at Almora. The offers, in the prescribed format, shall be submitted online at <https://moefcc.euniwizarde.com/> as per the tender document. No tender will be accepted in hard copy, fax, e-mail or any other such means. The intending, bidders must be registered with Public Procurement <https://moefcc.euniwizarde.com/> the tender document is also available on website: <https://moefcc.euniwizarde.com/> and CPP Portal <https://eprocure.gov.in/epublish/app>

a.	Availability of tender document on CPP portal/ website : <a href="https://moefcc.euniwizarde.com/">https://moefcc.euniwizarde.com/</a>	XXXXXXXXXXXX
b.	Request Tender Document from date and time	11.03.2020 at 10.00 Hrs.
c.	Request Tender documents till date and time	23.03.2020 at 15.00 Hrs.
d.	Technical Bid online submission end date time	23.03.2020 at 15.00 Hrs.
e.	Financial bid online submission end date and time	23.03.2020 at 15.00 Hrs.
f.	Date & Time for opening online Technical bid	23.03.2020 at 15.30 Hrs.
g.	Date and time for opening online financial bids	23.03.2020 at 16.00 Hrs.
h.	Validity of tenders.	90 days
i.	Estimated Value of the Contract	XXXXXXXXXX
j.	Tender fee	500 + 18% GST

Administrative Officer  
Email: ao@gbpihed.nic.in



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Katarmal, Almora - 263 643, Uttarakhand

Tender Notice No.: **GBPNIHE/ ISRO-GBP Project /2019-20/25**

a.	Availability of tender document on CPP portal/ website : <a href="https://moefcc.euniwizarde.com/">https://moefcc.euniwizarde.com/</a>	XXXXXXXXXXXX
b.	Request Tender Document till date and Time	11.03.2020 at 17.00 Hrs.
c.	Tender documents closing date and Time	23.03.2020 at 15.00 Hrs.
d.	Technical bid online submission end date and Time	23.03.2020 at 15.00 Hrs.
e.	Financial bid online submission end date.	23.03.2020 at 15.00 Hrs.
f.	Date and time for opening online technical bid	23.03.2020 at 15.30 Hrs.
g.	Date and time for opening online financial bids	23.03.2020 at 16.00 Hrs.
h.	Validity of tenders.	90 days
h.	Estimated Value of the Contract	XXXXXXXXXXXX

Kosi-Katarmal  
Date:

Signature & Seal of  
Administrative Officer

## 1.0. GENERAL TERMS AND CONDITIONS

### 1.1. This document contains the following:

- (i) Copy of the local competitive bidding notice
- (ii) General terms and conditions of bid
- (iii) Terms and conditions for submission of bid
- (iv) Payment terms
- (v) Settlement of dispute
- (vi) Application form
- (vii) Undertaking
- (viii) Bid form
- (ix) Schedule of earnest money to be deposited along with tender
- (x) Detailed specification of the items and required quantity
- (xi) Check list

### 1.2 Any vendor can bid for any item listed in Sr. 1

1.3 The tender document is not transferable by the purchaser. The bid form supplied by the Institute at Annexure - II in original only is to be used for bidding. Bids must be submitted separately for each item or group of items for which separate tender forms need to be purchased. Bids made on Photocopy, etc., will not be considered. However, the additional sheets containing the same Performa may be used. Each sheet including that provided by the Institute with this document must be signed by the bidder. The price bid must be in the form provided herewith at Annexure - II.

1.4 The tender will not be accepted from the firm to whom the document is not issued by the Institute.

1.5 The Institute takes no responsibility for delay or non- receipt of Tender document sent by post either way and also reserves the right to accept or reject any or all the tenders in part or full without assigning any reason thereof.

1.6 No bid document will be sold after the last date of sale of tender document or between the extended period of opening date, if any.

1.7 The bidder is expected to examine all instructions, forms, terms and conditions and specifications mentioned in the bidding document. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding document in every respect will be at the bidder's risk and may result in the rejection of its bid.

1.8 This call of tenders does not bind the Institute to place order. The tenders submitted in response to this invitation can be rejected without assigning any reason.

1.9 The Institute at its discretion may extend the last date of submission of tender and opening of tenders. The final authority for acceptance of a tender will rest with the Director, G.B. Pant National Institute of Himalayan Environment and Sustainable Development, who does not bind himself to accept the lowest tender and is vested with the authority to reject any or all of the tenders received without assigning any reason.

1.10 Documents, literature, diagrams/leaflets, simplest. Enclosed in the tender shall become the property of the Institute without any payment.

1.11 The warranty period is twelve months starting from the date of successful commissioning of the instrument or installation of furniture's, etc. Therefore, successful bidders have to deposit performance guarantee i.e 5% of the value of the item before issuance of supply order. Performance guarantee should be valid till 90 days beyond the expiry of warranty.

1.12 The tender would be regarded as turned down, if no award of contract has been obtained till the expiry of the tender validity. No separate communication will be made in this regard.

1.13 The items have to be supplied in standard packaging.

1.14 In case of the date of opening of tender is declared as Public Holiday, the tender shall be opened on the next working day at the same time.

1.15 The bid shall contain no interlineations, erasures or overwriting words except as necessary to correct errors made by the bidder, in which case such correction shall be initialled by the person or persons signing the bid.

1.16 Late and delayed tenders shall not be considered and may be returned unopened to the bidder.

1.17 After online submission, it is advised that the outside suppliers should send the tender through registered post. However, the local supplier may drop their tenders in the office of the Institute.

1.18 Canvassing in any form will disqualify the bid.

1.19 Request for the tender document for bidding through telegram, telephone, money order and telefax shall not be entertained.

1.20 The tender notice no **GBPNIHESD/ ISRO-GBP Project/2019- 20/25** and Item code numbers (The item code number is given in the specification sheet) must be invariably quoted in bid and further correspondence in this regard.

1.21 All the tenders should be addressed to:  
The Director  
Attention: The Administrative Officer  
G.B. Pant National Institute of Himalayan Environment and Sustainable Development Kosi-  
Katarmal, Almora 263 643, Uttarakhand, India.

## 2.0 **Submission of Bid :**

2.1 The bid prepared by the bidder and all correspondence and documents relating to the bid exchanged by the bidder and the purchaser, shall be written in English/Hindi language, provided that any printed literature furnished by the Bidder may be written in another language so long as accompanied by English translation of its pertinent passages in such case, for purposes of interpretation of the bid English translation shall govern.

2.2 Bids must be made separately for each item or group of items for which separate tender forms need to be purchased. The bid must accompany Annexure - I with Techno Commercial part of Bid and Annexure - III along with "Price" part of the bid duly filled in and signed by the bidder along with the seal of the firm.

2.3 The bidders are requested to quote the rates item-wise and the total price of each instrument separately indicating the Government levies, transportation and other expenditure item-wise as FOR our Institute in case of LCB and FOB rates in the case of ICB.

2.4 Bidder can quote the rates for all the instruments or some of the instruments. The Institute reserves the right to accept the tender in full or in part.

2.5 The tender is to be submitted in "single stage - 2 bid system" (Technical and financial) *i.e.*, the first bid will contain full information required to judge pre-qualification, earnest money, complete details and specification of the instruments offered including the leaflets and catalogues, list of credentials with documentary evidence *i.e.*, purchase/work order *etc.*, Income Tax clearance certificates, sales tax registrations No., Affidavit for not being black listed, Commercial Terms and conditions, *etc.* It shall be marked "Prequalifications, technical and commercial bid No. **GBPNIHESD/ISRO-GBP Project /2019-20/25**

2.6 The bidders are to deposit an amount as per schedule at Annexure - III depending upon the instruments quoted by him towards the "Earnest Money" (2.5 % of the total cost) along with tender in the form of Bank Draft only in favour of G.B. Pant National Institute of Himalayan Environment and Sustainable Development" Payable at Almora. The earnest money may be forfeited if a bidder withdraws its bid validity specified in tender document or fails to supply the instruments within specified period in tender document. TENDER SHALL NOT BE ENTERTAINED where a tenderer has not furnished adequate earnest money in prescribed acceptable form. In case the instrument delivered is found defective and not attended to by the supplier, the earnest money deposited by the supplier will also be forfeited.

2.7 The firm who seek exemption from depositing earnest money being small scale industry or being registered with DGS&D and other Government agencies which entitles them for exemption must submit the valid Registration certificate covering the instrument offered by them along with a permissible value. The copy of Government notification granting exemption from deposit of EMD must be submitted along with the first part of tender along with the bid.

2.8 The Earnest Money as indicated at Annexure - IV of bid document must be submitted by the bidder along with tender through the demand draft only in favour of G.B. Pant National Institute of Himalayan Environment and Sustainable Development, payable at Almora.

2.9 The earnest money of the unsuccessful bidder will be refunded without any interest after the concerned purchase is finalized or within three months whichever is earlier and that of successful bidder will be refunded without any interest within one month of the successful installation and commissioning of the instrument.

2.10 The validity of tender would be for a minimum period of 90 days from the date of opening of tenders. A bid valid for a shorter period may be rejected by the Institute as non-responsive. In exceptional cases the Institute solicit the bidder's consent to an extension on the period of validity and the bid shall remain valid for the extended period mutually agreed for.

2.11 The rates should be quoted both in words and figures.

2.12 Arithmetical error will be rectified on the following basis: -

If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is discrepancy between words and figures, the amount in words will prevail.

2.13 Tenders received telegraphically or by fax will not be entertained.

2.14 Conditional tenders will be rejected without assigning any reason.

2.15 The bid shall be typed or written in indelible ink and shall be signed by the bidder or a person duly authorized to the contract. The letter of authorization should bear the signatures of only the authorized person of the firm. All pages of the bid, except for unamended printed literature shall be initialed by the person or persons signing the bid.

2.16 To assist in the examination, evaluation and comparison of bids the buyer may, at its discretion, ask the bidder for a clarification of its bid. However, no change in the price or substance of the bid shall be sought, offered, re-permitted.

2.17 Eventual suggestions for modification or subsidiary tenders are principally not admissible.

2.18 The specification are clearly mentioned in the document and the bidders are requested to submit bid only if their offer strictly comply to these specifications. Please note that no deviation in the required specification will be permitted. The bidding for the instruments having different specification will be on bidder's risk as the Institute will not entertain such bids. BIDS CARRYING THE STATEMENT LIKE "SPECIFICATION AS PER TENDER DOCUMENT" SHALL NOT BE ENTERTAINED. THE PRODUCT

SPECIFICATIONS SUPPORTED BY TECHNICAL LITERATURE AND LIST OF USERS, MUST BE ENCLOSED.

2.19 The placement of work order/purchase order will be according to technical evaluation of the tender and after consideration of its price worthiness.

2.20 The price to be given in the tender are fixed prices, irrespective of rise in materials prices and increase in taxes etc., till the delivery of the overall consignment. No request in regard to increase in the price of instruments or in taxes etc., will be entertained after the submission of the tender.

2.21 The nomenclature of the Instruments and spares will be invariably same in proforma invoice, invoice, packing list and in other relevant papers in case the bidder is asked to supply the instruments against his offer.

2.22 With the submission of his tender the bidder accepts the conditions of the tender.

2.23 If the Instrument/item, etc., supplied is of specifications other than asked for in the supply order(s) it will have to be replaced at their risk and cost. No freight and other charges for export and re-shipment will be paid by the Institute.

2.24 The installation of the instrument(s)/items, etc., is the entire responsibility of the supplier. It must be done either by the principal/supplier or their authorised agents within one month of the receipt of the instruments by the Institute. The supplier of agent should be in touch with the Administrative Officer of the Institute to know the exact day of receipt of stores supplied/dispatched by them.

2.25 The list of instruments/items, their approximate quantity and their detailed specifications are given at Annexure – V of this document. The quantity mentioned in the tender document may be reduced or increased at the discretion of the competent authority in the Institute without assigning any reason. Delivery and installation of equipment at GBPNIHESD Kosi Katarmal Almora.

Sr. No	Equipment/Item	Qty.
1.	No-No2-Nox-chemilunesent Analyzer with Accessories Sample handling system, zero air unit, rack for analyzer	01

2.26 Each and every folio of the tender must be signed by the bidder.

2.27 Bidder can quote the rates for all the instruments or some of the instruments. The bid shall be considered only for those instruments for which the rates have been specifically quoted. The Institute further reserves the right to accept the tender for all the instruments or some of the instruments for which the tenderer has quoted the bid.

2.28 The instrument for which tenders are invited will have to be supplied within 30 days for LCB and 90 days for ICB from the date of issue of supply order. In case of non-observance of delivery period of supply not in accordance with the supply order the supplier has to pay default compensation at the rate of 0.5 per cent of the total value of order per concluded week of the default, but not exceeding 5 per cent of the total value of orders.

2.29 The after sales services is most important to be considered for comparison bids from firms who do not have Indian agents to provide after sales service & service during warranty period, will not be entertained.

2.30 In the case of imported instruments, the quotations from principals will only be considered. The quotations if any received from Indian Agents on behalf of their principals will not be considered. The agency commission will be paid in Indian Rupees. Therefore, the charges on account of agency commission should be clearly mentioned. In the case of indigenous instrument price should be quoted on FOR Institute basis and in the case of imported instruments the price should be quoted on FOB basis.

2.31 The foreign bidders must indicate the following information in their Performa invoice.

- a) Country of Origin
- b) Post of shipment
- c) Name & address of beneficiaries Bank with Account No.
- d) Minimum delivery period
- e) Whether transshipment/part shipment is required or not
- f) Agency commission, if any, payable to the Indian Agent

2.32 The items have to be supplied in standard packing. The foreign supplier should use the minimum possible packets and should reduce the size of the packing in volume to avoid extra demurrage in the bonded warehouse in India, if any.

2.33 In case of foreign suppliers, they will have to ensure shipment of the consignment as per the validity of the Letter of Credit established in this regard. In case of extension of supply date is sought, the bank charges towards the amendment of L.C. will be borne by the beneficiary/supplier.

2.34 If the instrument supplied is found defective/unsatisfactory condition/short supply/other than specifications in the Purchase order(s), the same will have to be replaced at the supplier's risk & cost. No freight & other charges for export & reshipment will be paid by the Institute.

2.35 Foreign principals/their authorized Indian agent shall intimate the buyer regarding the shipment well in advance.

2.36 At any time prior to the deadline for submission of bids the buyer may for any reason whether at its own initiative or in response to a clarification requested by a prospective bidder modify the bidding document by an amendment.

2.37 The amendment if any will be brought to the notice in writing or by fax or cable to all concerned bidders who have received the bidding documents and will be binding on them.

2.38 In orders to afford prospective bidder reasonable time in which to take the amendment into account in preparing their bids, the buyer may at its discretion, extend the deadline for the submission of bids.

2.39 The prices must be quoted item wise *i.e.*, basic price, taxes, packing, forwarding, handling and transportation charges, insurance, installation charges, *etc.* The charges must be quoted clearly and not in vague terms like "As Actual," "Approx.," *etc.*

2.40 If according to the bidder, the tendered documents contain certain unclear points which could influence price calculations, the bidder has to inform the authority who is issuing the call of tenders before submission of his tender, either in writing or by fax/cable, even if he has pointed out this earlier in any other form/reference.

2.41 The packing, forwarding, insurance and transportation charges must be quoted according to the place of delivery as mentioned in the schedule at Annexure – V. The supplier will be held liable for any damage, theft or loss during transit. The instruments are to be dispatched to the respective places directly and to be installed there by the supplier under intimation to the G.B. Pant National Institute of Himalayan Environment and Sustainable Development at Kosi-Katarmal, Almora.

2.42 The delivery of stores in case of foreign supply shall be taken at New Delhi. The price indicated should be on FOB basis. Please note that Performa invoice must be separate for each instrument/item.

2.43 Provision for customs duty exemption will be made by the Institute.

2.44 **MOST IMPORTANT:**

PLEASE NOTE THAT ANNEXURE - I OF THIS DOCUMENT MUST BE ENCLOSED WITH THE FIRST PART OF BID *i.e.*, "TECHNICAL AND COMMERCIAL BID" AND ANNEXURE – II, III AND IV WILL BE KEPT IN THE SECOND PART OF BID *i.e.*, "PRICE BID"



2.45 PLEASE NOTE THAT THERE IS NO NEED TO ENCLOSE THE ENTIRE TENDER DOCUMENT (SUPPLIED BY THE INSTITUTE) WITH YOUR BID. ONLY ANNEXURE - I, II AND III NEED TO BE ENCLOSED AS PER INSTRUCTION STIPULATED IN PARA 2.45 AND OTHER RELEVANT PARAGRAPHS OF THIS BID.

### 3. PAYMENT CONDITIONS

3.1 Payment, 100% shall be released only after satisfactory installation of equipment. No advance payment shall be allowed in any case. The defective, substandard and contrary to the specifications of instruments/furniture's/items supplied have to be replaced by the supplier at their cost and responsibility. In the case of International Competitive Bidding, payment will be made by opening a Letter of Credit.

3.2 In case several bills are presented, against one order, the reference of supply order and other details should be mentioned in each and every bill.

### 4.0 SETTLEMENT OF DISPUTE, ARBITRATION:

4.1 All disputes or difference arising out of or in connection with the contract and supply of any item/equipment assigned under the same (whether during the progress of the works or after their completion, determination, abandonment or breach of the contract) shall be referred to a team of three member arbitrators appointed by the Director, G.B. Pant National Institute of Himalayan Environment and Sustainable Development. The arbitrators shall elect an umpire among them. In case of conflicting findings by the arbitrators the decision of the umpire shall be final and binding. It will not be an objection to any such appointment that the arbitrators are the Government servants and had any interest in the Institute or the contract entered into directly or indirectly. In all cases, the arbitrator shall state their decision in writing if, amount of claim in dispute is Rs. 50, 000/- and above, subject as aforesaid the provision of the Arbitration Act, 1940 or any statutory modification or re-enactment thereof and the rules made the tender and for the time being in force shall apply to the arbitration proceedings under this clause.

4.2 It is a term of the contract that the party invoking the arbitration shall specify the dispute or disputes to be referred to the arbitration under this clause together with the amount or amount claimed in respect of each such dispute.

4.3 It is also a term of the contract that if the supplier(s) do not make any demand for arbitration in respect of any claim(s) or dispute in writing within 90 days of submission of the final bill for payment, the claim of the supplier will be deemed to have been waived and absolutely barred and the Institute will be discharged and released of all liabilities under the contract in respect of these claims.

4.4 The courts at Almora shall have exclusive jurisdiction to entertain and try all matters arising out of this contract.

### 5.0 FORCE MAJEURE

5.1 Vendor shall not be considered in default if delay in delivery occurs due to causes beyond his control such as acts of God, natural calamities, civil wars, strikes, fire, frost, floods, riots and acts of usurped power. Only those causes which have duration of more than 7 calendar days shall be considered cause of force majeure. A notification to this effect duly certified by the local chamber of commerce/statutory authorities shall be given by the vendor to the Institute by registered letter. In the event of delay due to such cases a length of time equal to the period of force majeure or at the option of the Institute the order may be cancelled. Such cancellation would be without any liability whatsoever on the part of Institute. In the event of such cancellation the vendor shall refund any amount advanced or period to the vendor by the Institute and deliver back any material issued to him by the Institute and release facilities, if any, provided by the Institute.

ANNEXURE I

APPLICATION FORM  
(To be filled by the bidder)

- 1) Name and full address of the bidder including telegraphic address/fax no.
- 2) Name and designation of the head of the Firm/supplier and his telephone/fax no.
- 3) (I) In case the supplier is located of the Country his contact address/authorized Distributor's or agent's address in the Country, if any  
  
(ii) Name, designation, address, telephone Numbers of the authorized person who May be contacted during the process Of the purchase concerned under this Document (applicable for all suppliers)
- 4) Whether earnest money deposited Yes/No
- 5) If yes, demand draft no., date and Name of issuing bank
- 6) Validity of tender
- 7) If the tender conditions are accepted In full (reply in yes or no)
- 8) Income tax clearance certificate Attached (latest) (reply in yes or no)

Place  
Date

Legally binding  
Signatures with stamp

Annexure - II

Details showing quantity, specification and other details of the items offered ( to be filled by the bidder and must be kept in "price bid" part of the tender)

Item code. as per our documents	Name of the item bid	Specification offered by the bidder	Difference in specification of tender Document and That of bid, if any	Quantity required	Unit rate	Terms and other expenditure & insurance and freight (in case of foreign bid)	Total amount
1	2	3	4	5	6	7	8
	1.	No-No2-Nox-chemilunesent Analyser with Accessories		Sample handling system, zero air unit, rack for analyser			01

Note: If this sheet is not sufficient to accommodate the bid additional sheets containing the same proforma may be used. But all such sheets, including this one must be signed by the bidder along with the seal. In case of foreign bidder this Annexure must be enclosed in the proforma invoice, instrument/item-wise.

ANNEXURE III

UNDERTAKING

To  
The Director  
G.B. Pant National Institute of Himalayan Environment and Sustainable  
Development (Ministry of Environment, Forests & Climate Change, Government of  
India) Kosi-Katarmal, Almora 263 643, Uttarakhand, India. Sir,

Date:

Having examined the conditions of tender document and specifications of the various items, the receipt of which is hereby acknowledged. We the undersigned offer to supply, delivery and install the following:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

(Please add additional pages, if required)

The above supply, installation shall be in conformity with the specifications and conditions of supply of a sum of Rs. (US \$ )

We undertake if our bid is accepted to deliver the items quoted by us, we shall deliver and install within a period indicated by us in our offer.

We agree to abide by this bid for a period of 90 days from the date fixed for bid opening and it shall remain binding upon us and may be accepted at any time before expiration of that period.

We are submitting a demand draft for Rs. /US \$  
infavour of G.B. Pant Institute of Himalayan Environment and Development payable at Almora towards earnest money.

This bid, together with your written acceptance thereof in your notification of award shall constitute a bidding contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this , day of 2020

Signature of authorized person  
Name with stamp and full address

ANNEXURE IV

SCHEDULE OF EARNEST MONEY

Sl. No.	Name of the Instrument/ equipment	Qty	Amount of Earnest money in Indian Rupees
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ANNEXURE -V

**Specification of NOx Analyzer**

Measuring Principle	Chemiluminescence
Range	0-30ug/m <sup>3</sup>
Zero Noise	25ppt RMS (120 sec avg time)
Lowest Detectable limit	< 50 ppt RMS (120 sec avg time)
Zero Drift (24hrs)	Negligible
Span drift (24 hrs)	±1% full scale
Response Time	60 sec
Precision	±0.4ppb
Linearity	±1% of full scale
Operating temperature	5 deg to 40 degC
Power requirement	220Vac
Output	RS232
<b>Accessories</b>	
Sample Handling System	Glass Manifold fitted to draw ambient air and having Moisture removal system. Make: Thermo Fisher scientific India Pvt. Ltd.
Zero Air Unit	Consisting of Heatless Air Dryer + Compressor +CO catalytic converter+ Scrubber Set
Rack For Analyzers	19" Single bay open rack with Sliding Trays, power distribution arrangement, and tubing's for indoor application to accommodate, offered analyzers
Gas Cylinder	10 Ltr Aluminum calibration Gas Cylinder – NO

**Delivery - G.B. Pant Institute of Himalayan Environment & Development)  
Kosi-Katarmal, Almora - 263 643, Uttarakhand**

## CHECK LIST FOR THE BIDDER

- 1) Bid on original tender form only.
- 2) Earnest money or necessary documentary proof for exemption of earnest money with the part I of the bid.
- 3) Price bid must be Part II of the bid in the form provided at Annexure II of the tender document
- 4) The basic price, taxes, packing, forwarding, handling, transportation, insurance, installation charges, *etc.* must be quoted clearly. Do not use vague terms like “as actual, approximately, *etc.*”
- 5) Do not use the terms “as per specification of tender documents” in respect of instruments. There should be proper write up of product(s) quoted for supported with printed leaflets, literature, *etc.*



## Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-tender Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-tender Portal.

More information useful for submitting online bids on the e-tender Portal may be obtained at: <https://moefcc.euniwizarde.com/>

## REGISTRATION

1. Bidders are required to enroll on the e-Procurement Portal (URL: <https://moefcc.euniwizarde.com/>) with clicking on the link "Online bidder Enrolment" on the e-tender Portal by paying the Registration fee of Rs. 2360/- per year charge.
2. As part of the enrolment process, the bidders will be required to choose a unique user name 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 with the bidder.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption 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.
7. The scanned copies of all original documents should be uploaded on portal.

## SEARCHING FOR TENDER DOCUMENTS

There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Item/work id, Title, Date, etc.

Once the bidders had selected the tenders in which they are interested, bidder can pay the processing fee Rs.3000/- excluding GST@18% (NOT REFUNDABLE) by net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fees, tenders will be moved to the respective "Register" Tab. This would enable the e-tender Portal to intimate the bidders through e-mail in case there is any corrigendum issued to the tender document.

Please feel free to contact ITI Helpdesk (as given below) for any query related to e-tendering.

1. Helpdesk landline No: 011-49606060
2. Mr Amrendra Kumar (90155315108)