



National Institute of Food Technology Entrepreneurship and Management (NIFTEM)
Deemed to be University (De-novo Category) under Section 3 of the UGC Act, 1956 and
an Autonomous Institution under Ministry of Food Processing Industries, GOI,
Plot No 97, Sector-56, HSIIDC Industrial Estate, Kundli-131028, District-Sonepat (Haryana)

Tender No. N/Fi&/P/2018/29/14

Dated: 02.11.2020

NOTICE INVITING E-TENDER

**ONLINE TENDER FOR PROCUREMENT OF FALLING NUMBER APPARATUS
(IMPORTED) IN CFRA (FTL) AT NIFTEM CAMPUS, KUNDLI, SONIPAT, HARYANA**

National Institute of Food Technology Entrepreneurship and Management (NIFTEM) is a registered society and an autonomous organization under Section 3 of the UGC Act, 1956 and an Autonomous Institution under Ministry of Food Processing Industries, GOI. NIFTEM functions as a centre for integrated education, research, enterprise incubation and outreach in area of Food Science, Food Technology & Business Management. NIFTEM has been set up on a 100-acre campus near Delhi Singhu Boarder at Kundli, Distt-Sonepat, and Haryana at a cost of approx Rs. 500 crores.

For and on behalf of NIFTEM online Tenders (Two bid system) are invited on CPPP eProcurement website <https://eprocure.gov.in/eprocure/app from eligible Agencies/> Firms at NIFTEM Campus, Kundli, Distt.- Sonepat, Haryana.

Critical Date Sheet

S. No.	Particulars	Important Dates	Time	Tender Processing Fee	EMD
1.	Issue of Tender documents	02.11.2020	02.00 PM	Rs.500/- + 18% GST	Rs.50,000/-
2.	Pre-bid Meeting at Meeting Room	09.11.2020	11.00 AM		
3.	Start date for submission of bids	12.11.2020	05.00 PM		
4.	Last date & time for submission of tender	20.11.2020	02.00 PM		
5.	Date & time of opening of Technical Bids	21.11.2020	03.00 PM		
6.	Date & time of opening of Financial Bids	Date & Time will be intimated via phone & Email who qualified in the technical bid			

1. **Mandate of NIFTEM:**

NIFTEM is working as - '**Sector Promotion Organization**' & '**Business Promotion Organization**' of the food processing sector. It is a prime academic institution and offer B.Tech, M Tech and Ph D programmes in the areas of Food Technology and Management. The Institute has been granted Deemed to be University status under De-novo category under Section 3 of the UGC Act, 1956.

Major **Objectives** of NIFTEM are –

- One Stop Solution Provider
- Skill & Entrepreneurship Development
- Facilitating business incubation services with its ultra modern pilot plant
- Conducting Frontier Area Research
- Developing world class managerial talent
- knowledge repository
- Upgradation of SME Clusters
- Promoting cooperation and networking

2. **Scope of Work:**

- i. Supply, installation, testing commissioning of Falling Number Apparatus (Imported) in Food testing Laboratory of NIFTEM, Sonipat as per the Annexure-III enclosed.
- ii. **Period for Supply of items: The supply of item shall be made to this Institute within 8 to 10 weeks for indigenous equipment from the issue of work order/ finalization of sample/design and 3 months after opening of LC for imported equipments.** The schedule of activities to complete the work order should be given in the technical bid.

3. **Eligibility Criteria**

The tenderers must fulfill the following eligibility criteria:-

- i. The bidder should be an established Manufacturer/ Supplier/Dealer to the Central and State Govt. Depts./ University/ Autonomous/ Educational/Research Institutes/private reputed Universities/ Institute for last 5 years.
- ii. The average annual financial turnover during the last 3 years ended 31st March of the previous financial year (2018-19), should be at least Rs. 50 lakhs, Copies of audited balance sheet of 2016-17, 2017-18 and 2018-19 to be attached as documentary proof.
- iii. At least 3 years of experience of having successfully completed similar works. Copies of supply order of similar work for last three years (2018 to 2020) i.e one for each year must be attached as documentary proof.
- iv. The bidders should attach successful satisfactory completion certificates issued by the clients or work order, as documentary evidence in support to above eligibility criteria. The certificate should contain date of start, date of completion; value on completion etc.
- v. The bidder should have sufficient work force and infrastructure resources to carry out such work.
- vi. The bidder should have PAN, GST Registration, applicable in their case and should submit a copy of each of these documents along with acknowledgement copies of the IT Returns for the last 3 years (2016-17, 2017-18 and 2018-19).

vii. No subletting of work will be allowed at any stage.

4. Bidding Procedure

Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.

Tenderer/Contractor is advised to follow the instructions “Instructions to Bidder for Online Bid Submission”.

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

Bidding Application must be accompanied by the following:-

Technical Bid (Attached signed and stamped copy of each document)

The following documents are to be furnished by the Contractor along with Technical Bid as per the tender document (Scan Copies):

- i. **Proof for payment of Tender document Cost (T.Fee)/ Earnest Money Deposit** and permanent address of the Firm/Agency/Person.
- ii. Earnest Money Deposit amounting to Rs. 50000/- (Rupees fifty thousand only) and Application Processing Fee Rs.590/- (Rupees five hundred ninety only) (Inclusive GST) in the form of Demand Drafts, drawn separately in favour of NIFTEM payable at Delhi from SBI are to be enclosed with the Technical Bid, failing which the tender will be summarily rejected. The Application Processing Fee is not refundable.
- iii. A complete list of clients including clients from Govt./Semi Govt./Autonomous Bodies/PSUs Institutions served during last three years with Name, Telephone No, etc along with copies of supply order.
- iv. Copies of supply order, completion certificate, as per eligibility criteria.
- v. Details of Bank Account of Bidder i.e. Account No., IFSC Code, MICR No., Bank Name and address, PAN/TAN/TIN/GST, Registration number, if any.
- vi. Copies of Income Tax Return of last 3 years (2016-17, 2017-18 and 2018-19).
- vii. Copies of audited balance sheet for the 3 years (2016-17, 2017-18 and 2018-19).
- viii. An authorisation letter from the firm in favour of the person signing the tender documents.
- ix. An attested copy of the certificate of registration/incorporation pertaining to the legal status of the Bidder/Firm/Agency, and Annexure I, II, III, IV and V
- x. An undertaking to the effect that the Agency/Firm has not been black listed in India and Abroad (Annexure-V).
- xi. The bidder will be required to give an undertaking on Non-judicial Stamp Paper (Rs 100/-) that he will supply the goods in accordance to the specifications of the work order. At any stage, if it is found that the sub standard/deviation from the specifications/ design/ quality has been made by him, he is liable for penalty and legal action.

- xii. Tender document with **Annexure – I to Annexure V** duly signed and stamped on each page as acceptance of the terms and condition laid down by NIFTEM authority.

Exemption to MSME & Start-up:

MSME Unit are exempted from submission of Tender fee and EMD alongwith Tender Document. However successful agency has to submit Performance security of 10% equipment cost to safeguard the interest of the Institute in the form of Bank Guarantee or DD in favour of NIFTEM, Kundli Sonapat.

The tenderers who are currently registered and, also, will continue to remain registered during the tender validity period as Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or with National Small Industries Corporation, new Delhi shall be eligible for exemption from EMD and Tender fees. In case the tenderer falls in this category, it should furnish copy of its valid registration details (with MSME or NSIC, as the case may be)

- A) The MSE's Bidder to note and ensure that nature of services and goods/items manufactured mentioned in MSE's certificate matches with the nature of the services and goods/items to be supplied as per Tender.
- B) Traders/resellers/distributors/authorized agents will not be considered for availing benefits under PP policy 2012 for MSEs as per MSE guidelines issued by MoMSME

Micro & Small Enterprises (MSE's) having UDYOG Aadhar Memorandum and MSE's registered with the NSIC/MSME may be given relax condition of prior turnover and prior experience with respect to Micro and Small Enterprises in all public procurements subject to meeting of quality and technical specifications in accordance with OM No. 1(2)(1)/2014-MA Part dt: 10th March 2016 and price preference upto 15% to MSEs over the quotation of large scale units in reference No. 9(14)/2007-SSI(P)-1.

These exemptions will only be extended to those agencies, who will claim above exemptions on valid proper documents, along with Tender, filing which it will not be extended at later stage.

Financial Bid

1. Price bid format in the form of BOQ_XXXXX.xls.

Opening of tenders(Technical bids only) will take place as mentioned in critical date sheet online at <https://eprocure.gov.in/eprocure/app> in the “**Meeting Hall, National Institute of Food Technology Entrepreneurship and Management, Plot No.-97, Sector-56, HSIIDC Industrial Estate, Kundli-131008, District-Sonapat (Haryana)**” in the presence of the representatives of the Firms/Tenderers, who may wish to be present at that time. At the time of tender opening Firms/Tenderers have to come with bid acknowledgement slip, that is generated by the system after successfully bid submission. Firms/Tenderers can view their live bid opening at their remote end also. No separate intimation will be sent to the

firms/Tenderers in this regard

The tender not submitted in the prescribed formats or incomplete in detail is liable for rejection. NIFTEM is not responsible for non-receipt of tender within the specified date and time due to any reasons.

5. Evaluation Procedure

Technical bids will be evaluated by the Technical Evaluation Committee on the basis of documents submitted by the bidders with the Technical Bid and required specifications. The financial bids will only be considered of those bidders who qualify the eligibility criteria and other terms and conditions as laid down in the tender. The PO will be given to L1 agency based on main equipments and mandatory items.

6. Award of work: The PO will be given to a single agency on overall L1 basis. In case of requirement, the order for AMC will also be given along with the PO but it will only be applicable after first day of expiry of two years onsite warranty and thereafter the instalment of AMC will be released on half yearly basis. AMC will be done on the requirement & discretion of the Institute.

General Term & Conditions

- i. In case, after Pre-bid meeting (wherever applicable) any modification(s)/addition(s)/ deletion(s) or any alternation in the requirement(s)/ specification(s) etc is required, the same will be appended on the NIFTEM website- [www. niftem.ac.in](http://www.niftem.ac.in), therefore, all the bidders are advised to visit our website before filling/submitted their tenders. No separate advertisement/information will be published in this regard in the Newspapers.
- ii. The offered rates will be valid initially for a period of one year. During one year if any requirement arises, NIFTEM can procure the items on same rate & terms & conditions from the L1 agencies..
- iii. Acceptance of tender will be intimated to the successful tenderer through a letter of intent (LOI) duly signed by the authorized signatory of the institution.
- iv. EMD/Performance Security of successful bidder may be forfeited, if the bidder withdraws or amends or derogates from the tender in any respect.
- v. This tender is valid upto 180 days from the issue of tender notification.
- vi. In case the item(s) are fabricated/ finished in the campus, the Contractor/Agency shall ensure the protection of their items at site from fire, floodwater, moisture etc. or any kind of damage at their cost.
- vii. NIFTEM will not compromise with the quality/sub-standard material. At any stage, it is found that supplier has supplied inferior quality or different material or used inferior quality or different wood/board/lamination as specified in the work order containing specification(s). Payment shall be made for such items after reasonable deduction(s)/ rejection of the lot and forfeiting of Performance Security, as deemed fit, in the circumstances & decided by Institute.
- viii. The supplier will provide **two year on site guarantee, and under guarantee period all the damages shall be repaired/replaced by the supplier at their cost and risk.**
- ix. **The Performance Security @ 10%** of the total work order will be refunded/ returned to the agency, without any interest after the expiry of guaranty period. The performance security should also remain

valid for a period of sixty days beyond the date of completion of all contract obligation of the supply including guarantee obligation.

- x. NIFTEM's officials can visit the work place of successful bidder and can review the progress of work and can instruct regarding quality aspect.
- xi. The rates quoted by the bidder shall be complete for supply and placing of the finished items as per the specification(s) and shall be inclusive of all applicable tax, duty(ies) loading, unloading, packing, transportation from works to NIFTEM, installation etc and nothing extra/additional shall be payable on these rates.
- xii. In any case, if tenders are not opened due to any reason, the Tender documents, processing Fee and EMD shall be returned to all bidders.
- xiii. Conditional Tender will not be accepted.
- xiv. The EMD of successful bidder will be retained until the submission of Performance Security as security deposit
- xv. The EMD of the unsuccessful bidder will be returned to them at the earliest on or before the 30th day after the award of the contract.
- xvi. The successful bidder will submit the Performance Security @ 10% of work order in the form of Demand Draft within 10 days of the receipt of work order. The Performance Security will be retained during the entire period of contract and including the period of extended on site Guarantee as Security Deposit and will be returned after the satisfactory completion of the Guarantee period without interest.
- xvii. Tender without EMD & Tender Fee will be summarily rejected.
- xviii. The Institute can ask any clarifications & documents at any stage of the procurement depending upon the circumstances to ascertain quality of material used in manufacturing of items. All wood should be fully seasoned with no defect.
- xix. All the documents attached with the technical bid should be properly tagged, numbered, signed and stamped by the competent authority.
- xx. EMD shall be forfeited in case:-

1. If the Bidder withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
2. If the bidder having been notified of the acceptance of his tender by the Buyer during the period of its validity,
3. If the Bidder fails to furnish the Performance Security for the due performance of the contract.
4. If the Bidder fails to sign the agreement.
5. Fails or refuse to execute the contract.
6. Fails to respond to queries by the NIFTEM.

- **NIFTEM will provide (if required) Custom Duty Exemption and Excise Duty exemption certificate issued by DSIR, Delhi. If, any agency quoting rates of Imported equipments in INR, NIFTEM will not provide Custom Duty Exemption and Excise Duty Exemption certificate.**
- In a tender, either the Indian agent on behalf of the Principal/OEM or Principal/OEM itself can bid but both

cannot bid simultaneously for the same item/product in the same tender.

- If an agent submits bid on behalf of Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same tender for the same item/product. , while submitting the bids CVC guidelines may taken due care.
- Two agents simultaneously shall not submit bid on behalf of same principal/OEM for same items/products. Otherwise the EMD may be forfeited.

PAYMENT TERMS

For indigenous equipment, payment will be processed after receipt of performance security @ 10% of the total value of the order in the form of **Demand Draft/Fixed deposit/Bank Guarantee** and after satisfactory supply and installation of the equipment.

For equipments imported from foreign country 100% of the price of the equipment shipped shall be paid through irrevocable letter of credit opened in favor of the supplier in a bank upon submission of necessary bank account information. The letter of credit will be opened only after receipt of performance security i.e. 10% of the total order value.

The letter of credit will be confirmed at the supplier's cost, if requested specifically by the supplier. All bank charges abroad shall be to the account of the beneficiary i.e supplier and all bank charges in India shall be to the account of the opener i.e purchaser. If letter of credit is requested to be extended/ reinstated for reasons not attributable to the purchaser, the charges thereof would be to the supplier's account.

L.C opening related opinion report charges and any amendment charges, if any will be borne by the supplier.

PRICES

1. The Price to be quoted **FOR Destination only** and it's should be inclusive of taxes, freight, Packing, Transit, Installation, Octroi, Insurance, Inspection Charges etc. **NIFTEM will provide (if required) DSIR Certificate for Custom Duty and Excise Duty exemptions as issued by DSIR, Delhi** and no custom duty , custom clearance and transportation charges will be paid separately.
2. NIFTEM will provide DSIR certificate and all related documents for custom clearance, but, it will be cleared by the supplier only from the port and to be installed in NIFTEM.
3. Demurrage charges if any will be borne by the supplier only.
4. Prices charged by the supplier for goods delivered and services performed under the contract shall not be higher than the price quoted by the supplier in his bid.
5. Prices will be fixed at the time of issue of purchase order as per taxes and statutory duties applicable at that time.
6. In case of reduction of taxes and other statutory duties during the scheduled delivery period, purchaser shall take into account the reduction in these taxes/duties for the supplies made from the date of enactment of

revised duties/taxes.

7. In case of increase in duties/taxes during the scheduled delivery period, the purchaser shall revise the prices as per new duties/taxes for the supplies, to be made during the remaining delivery period as per terms and conditions of the purchase order.
7. Any increase in taxes and others statutory duties/levies after the expiry of scheduled delivery date or award of contract/work order shall be to the supplier account. However, benefit of any decrease in these taxes/duties shall be passed on to the purchaser by the supplier.
8. **For the prices quoted in foreign currency, the rate of conversion from foreign currency to Indian rupees for financial comparison will be taken as on the date of Financial Bid Opening**
9. NIFTEM reserves the right to accept or reject any/all tenders without assigning any reason(s).
10. Tenders not on the prescribed Performa (attached), without requisite details, EMD and Processing Fee and received after the closing date/ time of tenders and tenders with any rider will summarily be rejected. Canvassing in any form will be viewed seriously and if any tender is found to be resorting to such practices, the tender of such firm will be rejected.
11. **Arbitration Clause:** That in case of any dispute between party of first part(NIFTEM) and the part of other party(Agency) arising out of or in relation to the agreement, the dispute shall be referred to Hon'ble Vice Chancellor for arbitration. The award of the said Arbitrator shall be binding upon both parties. The seat of the arbitration shall be at NIFTEM, Kundli, Sonapat.
12. **Withholding of Payment:** This clause authorizes buyer to withhold payment till end when seller fails in its contractual obligation. The standard text of this clause is as under:

“In the event of the Seller's failure to submit the Bonds, Guarantees and Documents, supply the deliverables etc as specified in the Contract, the Buyer may at his discretion, withhold any payment until the completion of the Contract”.

Right of Acceptance of Offer.

- (a) Buyer reserves the right to accept partly or reject any offer without Assigning any reason thereof. The Buyer does not pledge itself to accept the lowest or any other tender and reserves to itself the right of acceptance of the whole or any part of the tender or portion of the quantity offered and the Seller shall supply the same at the rate quoted.
- (b) In respect of enquiries, which call for procurement of more than one item, the Buyer reserves the right to consider and accept the offer for any of the items in the enquiry reserving the right to utilize the offer for balance items at a later stage within the validity of offer.

Patent Rights. The Seller shall indemnify and hold the Buyer harmless against all third party claims of infringement of patent, trade mark of industrial design rights arising from use of the stores supplied or any part thereof.

13. FORCE MAJEURE

Should any force majeure circumstances arise, each of the contracting party shall be excused for the non-fulfillment or for the delayed fulfillment of any of its contractual obligations, if the affected party within 14 days of its occurrence informs in a written form the other party.

Force majeure shall mean fires, floods, natural disasters or other acts such as war, turmoil, strikes, sabotage, explosions, and quarantine restriction beyond the control of either party.

14. PENALTY FOR USE OF UNDUE INFLUENCE

The Seller undertakes that he has not given, offered or promised to give, directly or indirectly any gift, consideration, reward, commission, fees brokerage or inducement to any person in service of the Buyer or otherwise in procuring the Contracts or forbearing to do or for having done or for borne to do any act in relation to the obtaining or execution of the Contract or any other Contract with the Government for showing or forbearing to show favour or disfavour to any person in relation to the Contract or any other Contract with the Government. Any breach of the aforesaid undertaking by the seller or any one employed by him or acting on his behalf (whether with or without the knowledge of the seller) or the commission of any offers by the seller or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1988 or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the contract and all or any other contracts with the seller and recover from the seller the amount of any loss arising from such cancellation. A decision of the buyer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Seller.

Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the seller towards any officer/employee of the buyer or to any other person in a position to influence any officer/employee of the Buyer for showing any favour in relation to this or any other contract, shall render the Seller to such liability/ penalty as the Buyer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Buyer.

Penalty: The supply of item shall be made to this Institute within 8 to 10 weeks for indigenous equipment from the issue of work order/ finalization of sample/design and 3 months after opening of LC for imported equipments, otherwise 1% penalty per week will be made from the cost of instrument subject to maximum of 10% upto 12 weeks after completion of first 10 weeks. Still the equipment is not supplied, the EMD/Performance security will be forfeited and order will be treated as cancelled. The agency may also ensure to installation/commissioning/testing within 20 days after supply to the Institute, failing which penalty will be applicable as the same rates.

15. Right to Variation Clause

To take care of any change in the requirement during the period between issue of RFP and conclusion of contract, Buyer reserves the right to increase or decrease the quantity of the required deliverables without any change in the terms & conditions and prices quoted by the Seller. While concluding the contract, the quantity can be accordingly increased or decreased at the same terms of conditions.

16. LIQUIDATED DAMAGES (LD)

In the event of the seller's failure to submit the Bonds/Guarantees/ Documents or/and supply/perform the items/services as per Delivery schedule specified in the contract, the Buyer may, at his discretion, withhold any payment until the

completion of the contract. The buyer may also deduct LD to the sum of 0.5% of the contract price of the delayed/undelivered stores/ services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores/services.

17. **CANCELLATION OF THE CONTRACT**

NIFTEM shall have the right to terminate the Contract, arising out of finalization of this tender, in part or in full in any of the following cases :-

- a. The delivery of the material or start of works is delayed for causes not attributable to Force Majeure for more than 10 days after the scheduled date of delivery.
- b. When both parties mutually agree to terminate the contract.
- c. At any stage without assigning any reason thereon.

18. **Right to Variation Clause**

To take care of any change in the requirement during the period between issue of RFP and conclusion of contract, Buyer reserves the right to increase or decrease the quantity of the required deliverables by 50% without any change in the terms & conditions and prices quoted by the Seller. While concluding the contract, the quantity can be accordingly increased or decreased at the same terms of conditions.

19. **Option And Repeat Order Clause**

1. Option Clause: The BUYER shall have the right to place separate order on the SELLER during the original Delivery Period of Contract, limited to 50% of the main plant, spares, facilities or services as per the cost, terms and conditions set out in this contract. The price of the plant, system, spares etc shall remain same till one year from the effective date of the contract. Commercial Negotiation Committee to verify that there is no downward trend in prices of the product offered.
2. Repeat Order Clause: The Buyer may order within six months from the date of successful completion of the supply against this contract and at the same cost, terms and conditions of the contract.
3. When exercising one or both of the “Option Clause” and “Repeat Order Clause” above, the overall ceiling of fifty percent of the original contracted quantity will not be exceeded.

20. **Modification and withdrawal of bids**

The bidders may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to the deadline prescribed for submission of bids. A withdrawal notice may be sent by fax but is to be followed by a signed conformation copy by post not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids

and expiry of the period of specified bid validity. Withdrawal and modification of bid during this period will result in forfeiture of Bidder's Bid Security.

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

- 1) 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.
- 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 / 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.

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.

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/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 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” 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

- 1) 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.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) 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.
- 5) 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.
- 6) 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.
- 7) 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 opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) 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.
- 10) 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.
- 11) **Besides online submission of tender, sealed envelopes, containing technical bid/tender fee/EMD/Product list/Price list all tender related documents etc. should also be submitted to the Registrar, NIFTEM, Kundli- 131028, Sonapat, Haryana on or before last date prescribed above**

ASSISTANCE TO BIDDERS

- 1) 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.
- 2) 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.

21. **Clarification on Bid Documents:** - Bidder requiring any clarification to this RFP shall notify to Buyer in writing who will respond (in writing) to the clarifications sought not later than 14 days prior to the date of opening of the tenders. The address and contact number for seeking clarification regarding this RFP are given below:-

Queries to be addressed to:

Name of the person dealing the tender: Prof Manjeet Agarwal
NIFTEM, Kundli, Sonapat (Hr.) 131028
Phone No. - 0130 -2281144, 2281057
E-mail ID- purchase.niftem@gmail.com, aggarwal.manjeet@gmail.com

Registrar, NIFTEM

Tender Form (Technical Bid)

(To be submitted by the tenderer on their letter head. All Columns must be filled in. Relevant documents in relation to these must be enclosed with the technical bid. The bid will be examined on the same.)

S. No.	Particulars	Details (to be filled by the tenderer)	Enclosure Page no.
1.	Name of Firm with address, mobile/phone no. & e-mail.		
2.	Tender fee details (Amount DD no., Bank Name, Amount date)		
3.	EMD details (Amount, DD no., Date, Bank's Name a/c no. a/c holder name, Branch IFSC code)		
4.	Type of Firm (Proprietor/ Partnership/ Pvt. Ltd./ Public Ltd.		
5.	Registration Number (Copy to be enclosed)		
6.	Year of Incorporation of the agency (copy to be enclosed) along with the latest registered address of corporate office.		
7.	Length of relevant experience in years		
8.	GST Registration(Copy to be enclosed)		
9.	Please enclose list indicating ie. Name of organization, details of work, Quantity Amount, Contact/ Phone No., Email address. Please also enclose either PO or performance certificate for each details (last three years 2018 to 2020)		
10.	Annual Turnover of the company in Lakhs of Indian Rupees during last three years. (Copy to be enclosed or certificate issued by CA) a) 2016-17 b) 2017-18 c) 2018-19		
11.	Business Details		
12.	PAN No.		
13.	NISC Documents		
14.	ISO details		
15.	Copies of Income Tax Return of last 3 Years (2016-17, 2017-18 & 2018-19)		
16.	An authorization letter from the firm in favor of the		

	person signing the tender documents.		
17.	Tender document with Annexure –I to Annexure V duly signed and stamped on each page as acceptance of the terms and condition aid down by NIFTEM authority		

The above documents must be enclosed with proper pagination.

Signature.....

Name

Address

Mobile:

Seal of firm.

Date: -

FINANCIAL BID

S. No.	Description of Item	Qty	Unit	Unit Rate	GST	Total Amount
01.	Falling Number Apparatus (As per specification at Annexure III)	01	Nos.			
02.	AMC cost for 05 Years after 02 years of warranty	05	Years			
	Total amount					

Note: 1. Please quote item wise rate inclusive of all taxes, freight, cartage, installation etc.

- 2. Same is provided along with the tender document in .xls format. Bidder have to advised to download the price bid in that format , quote their rates and upload it along with the bid on to the portal.**

Date:
with Stamp

Signature of Bidder

TECHNICAL SPECIFICATION OF FALLING NUMBER APPARATUS

S.NO.	NAME OF EQUIPMENT	TECHNICAL SPECIFICATION	QUANTITY
1	Falling Number Apparatus	Should be fast and easy to operate, automatic, simple operation calibration free. Multiple sample analysis, insulated water bath, automatically controls the level in the water bath, reduced steam, automated water addition, equipped to test flour with addition of fungal alpha-amylase, Altitude correction, optimized analysis time, auto start, touch screen operation, validated instruments. Applicable to products: Flour and meal of wheat, durum, rye, barley, other grains and malted cereals. Sample weight 3 to 8 g • Power requirements: 115/230 V, 50/60 Hz • Power consumption: Heat-up 1100 VA, Running 500 VA • Cooling water consumption: 25 l/h • 10 viscometer tubes and one viscometer stirrer. The tubes and stirrer should have dimensions in accordance with the Falling Number Instruments recommended in ICC standard 107/1 • Error: <5 % • The Method should be having approvals like AACC/No. 56-81B; ICC/No. 107/1; ISO/DIS 3093, BIS 12700:2010. Documentary proof for same should be provided along with details. USB ports and Ethernet port, data capture connection, bar code reader etc. Accessories, sample preparation grinding mill, sieves etc. as per the requirements Bidder MUST provide a compliance statement for specifications in a “tabular form” clearly stating the compliance and giving justification, if any supported by technical literature with clear reference of page number, paragraph or lines. This statement must be signed, with the company seal, by the Tendered for its authenticity and acceptance that any incorrect or ambiguous information found submitted will result in	1

		disqualification of the Tender. Note-The cost of equipment should include the cost of all essential consumables/accessories/spares etc. to run and successfully installation of equipment at CFRA- NIFTEM Warranty: 2 year AMC : 5 year	
--	--	--	--

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

Date:

To,
Registrar,
NIFTEM,
HSIIDC Ind. Area, Kundli
Sonapat, Haryana

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No:

Name of Tender / Work: - **ONLINE TENDER FOR Falling Number Apparatus**
(Imported) AT NIFTEM CAMPUS, KUNDLI, SONIPAT, HARYANA

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned Tender/Work from the web site(s) namely:

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

2. I / We hereby certify that I / we have read entire terms and conditions of the tender documents from Page No. 01 to 20 (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organizations 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. In case any provisions of this tender are found violated , your department/ organization shall be at liberty to reject this tender/bid including the forfeiture of the full said Earnest Money Deposit absolutely and we shall not have any claim/right against deptt in satisfaction of this condition.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

UNDERTAKING

To,
Registrar,
National Institute Of Food Technology Entrepreneurship and Management
Plot no 97, sector-56, HSIIDC industrial estate,
Kundli-131008,
District-Sonepat (Haryana)

Sir,

- 1 I/we the undersigned, certify that I/we have gone through the terms and conditions mentioned in the tender documents and undertake to comply with them.
2. It is further certified that our firm has not been blacklisted by any agency in India or abroad.
3. We will supply the goods in accordance to the specifications of the work order. At any stage, if it is found that the sub standard/deviation from the specifications/ design/quality has been made by us, we shall be liable for penalty and legal action.

Dated:

SIGNATURE OF THE TENDERER
WITH SEAL

NAME OF THE TENDERER
WITH ADDRESS

NOTE: Certificate as per above must be submitted only on non-judicial stamp paper of Rs. 100/-(Rs One Hundred Only)