



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/FS/D/2020/80/51

Dated:15.03.2021

NOTICE INVITING E-TENDER

ONLINE TENDER FOR SETTING OF A BAKING UNIT IN KERALA

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.N.	Particulars	Important Dates	Time	Tender Processing Fee
1	Issue of Tender documents	15.03.2021	06.00 PM	Rs.1,000/- + 18% GST = 1,180/-
2	Pre-bid Meeting at Meeting Room	22.03.2021	11.30 AM	
3	Start date for submission of bids	25.03.2021	04.00 PM	
4	Last date & time for submission of tender	05.04.2021	02.00 PM	
5	Date & time of opening of Technical Bids	06.04.2021	03.00 PM	
6	Date & time of opening of Financial Bids	Date & Time will be uploaded at CPP Portal 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:

The agency has to ensure supply, installation or commissioning, as the case may be, of various machines and equipments for Baking Unit at Trivandrum, Kerala alongwith minimum one year's onsite Warranty for their supplies. The list of machines & equipments are given in Annexure –III as enclosed with this tender.

3. Period for Supply of items:

The supply of item shall be required to be made to Trivandrum, Kerala within 30-45 days for indigenous equipment from the issue of Purchase Order/Supply order and 90 days for imported equipments. The schedule of supplies, installations, commissioning of all equipments should be given in the technical bid.

4. The supplied material should be numbered by using good quality paint in the following format:

i. After the supply of machine as mentioned in the Annexure-II and III, the bidder has to execute its installation & commissioning including necessary civil work, electrical work, plumbing work (water, gas, air etc as applicable), at the designated site in the location(s). The cost of the same shall not be paid extra and it should be included in price of the respective equipment.

ii. After the installation & commissioning of machine, the supplier has to provide practical training to NUTRIMIX Unit Staff as nominated by Women & Child Development (WCD)/Kudumbashree at NUTRIMIX Unit at Trivandrum, Kerala for minimum period of 07 working days wherein the training about the machine's operations, maintenance, information about Do's & Don'ts as well as trouble shooting & all other areas which are necessary for smooth functioning of machine shall be provided. No extra cost shall be paid to the successful bidder for imparting this training.

After the installation & commissioning of machines, minimum three trials are mandatory on minimum capacity and two trials on maximum capacity on suitable intervals of each machine to check smooth functioning of all the machines. In case, unsuccessful trials, the supplier has to extend further trials until satisfaction. No extra cost shall be paid for the raw materials etc., for these trials however, expenditure towards electricity & water shall be borne by NUTRIMIX Unit, Trivandrum, Kerala.

5. ELIGIBILITY CRITERIA:

The tenderers must fulfill the following eligibility criteria:-

- The bidder should be an established Manufacturer or authorized Supplier or Dealer or seller to the Central and State Govt. Deptts./ University/ Autonomous/ Educational/Research Institutes/private reputed

Universities/ Institute for last 03 financial years (2017-2018, 2018-19 & 2019-2020) with experience of successful completion of supply and installation of the similar equipment. **Copies of supply orders for last three financial years (2017-18, 2018-2019 2019-2020) along with Original Equipment Manufacturer (OEM)/Authorized/Dealer Certificate must be attached. Copies of minimum three Completion Certificates/Installation Report must also be attached. The Completion Certificate for last three financial years (2017-18, 2018-2019 2019-2020) should contain Date of start, Date of completion, Value on completion etc.**

- ii. **The average annual financial turnover of the bidder during the last 3 financial years ((2017-18, 2018-2019 2019-2020) ended 31st March 2020, should be at least Rs. 01 crore**

Caution: All the bidders are specifically informed that while submitting tender, must ensure that signed documents as indicated in the tender documents are mandatory, otherwise tender will be similarly rejected and no second opportunity will be given to submit shortfall documents. In case of less bids, Institute has liberty to invite shortfall documents.

The agencies (registered with MSME /NSIC registration) willing to claim any relaxation/exemption in tender fee, Turnover and Experience, etc, must submit claim for the same alongwith support document for consideration, otherwise, the same will not be extended. The relaxation/exemption will only be given, if you are registered for **applied category** of item(s)/services, etc. Upload proper Udyog Adhar Certificate from both side with specified validity and relevant service category.

6. 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 bidder along with Technical Bid as per the tender document (Scan Copies):

- i. **Proof for payment of Tender document Cost (Tender Fee and permanent address of the Firm/Agency/Person.**
- ii. The bidders are required to submit **“Bid Security Declaration”** accepting that if they withdraw or modify their bids during of validity etc., they will be suspended for next 3 years.
- iii. **“Bid Security Declaration”** and Application Processing Fee Rs. 1,180/- (Rupees one thousand one hundred eighty 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.
- iv. Chartered Accountant’s signed statement for Annual Turnover of the F.Y. 2017-18, 2018-19 and 2019-20.
- v. Copies of audited Balance sheet and Profit & Loss Account for the F.Y. 2017-18, 2018-19 and 2019-20.

- vi. Income Tax Returns for the F.Y. 2017-18, 2018-19 and 2019-20.
- vii. Incorporation details
- viii. PAN & GST details
- ix. Bank account details
- x. An Authorization Letter from bidder in favour of person signing tender documents.
- xi. The Annexure No-1, Tender Form (Technical Bid) to be submitted on Letter Head, must be filled in completely. Page No is must to mention in the Annexure.
- xii. The Annexure No-V, an undertaking to declare that Bidder has not been black listed in India and abroad must be submitted on Non-judicial Stamp Paper of Rs. 100.
- xiii. Complete Tender documents including Annexure (II, III,IV) duly signed and stamped on each page.
- xiv. The agency is also required to enclose a compliance sheet with specification photos of equipment each equipment.

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, Purchase Section, National Institute of Food Technology Entrepreneurship and Management, Plot No.-97, Sector-56, HSIIDC Industrial Estate, Kundli-131008, District-Sonepat (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.

7. EVALUATION PROCEDURE:

Technical bids will be evaluated by a 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 will be found technical eligible and other terms and conditions as laid down in the tender.

8. AWARD OF WORK:

The tender will be awarded on the basis of overall lowest rates for all the essential items. The PO will be given to L1 agency based on main equipments and mandatory items.

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. 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.

- iii. Performance Security of successful bidder may be forfeited, if the bidder withdraws or amends or derogates from the tender in any respect.
 - iv. This tender is valid upto 180 days from the issue of tender notification.
 - v. 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.
 - vi. 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.
 - vii. The OEM/Manufacture will extend **one year onsite warrantee on behalf of their Indian Agent and under warrantee period all the damages shall be repaired/ replaced by the supplier at their cost and risk.**
 - viii. The supplier will obtain and submit an undertaking from OEM/manufacture that OEM/Manufacture will extend service, maintenance, spare parts, etc. after supply during warrantee/guarantee and thereafter.
 - ix. **The Performance Security @ 3%** of the total work order will be refunded/ returned to the agency after satisfactory performance, 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 and processing Fee shall be returned to all bidders.
 - xiii. Conditional Tender will not be accepted.
 - xiv. The successful bidder will submit the Performance Security @ 3% 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.
 - xv. Tender without Tender Fee and Bid Security Declaration will be summarily rejected.
 - xvi. 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.
 - xvii. All the documents attached with the technical bid should be properly tagged, numbered, signed and stamped by the competent authority.
- **NIFTEM will provide (if required) Custom Duty Exemption and Excise Duty exemption certificate as issued by DSIR, Delhi.**
 - 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.

7. PAYMENT TERMS:

The payment will be made after satisfactory supply and installations within 30 days. In case of delay in installation due to site is not ready and equipment are lying ideal for more than 90 days, 80% payment will be made within 20 days and rest payment after successful installations.

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. 3% 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.

Agreement: The supply order will be form the agreement with the parties for all legal purpose. No separate agreement will be done.

8. 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. The price should be including of clearance charges to be quoted along with the price of equipments, in case of imported equipment.
3. 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.
4. Demurrage charges if any will be borne by the supplier only.
5. 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.
6. Prices will be fixed at the time of issue of purchase order as per applicable taxes and statutory duties.
7. 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.
8. 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.

9. 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.
10. **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.**
11. NIFTEM reserves the right to accept or reject any/all tenders without assigning any reason(s).
12. Tenders not on the prescribed Performa (attached), without requisite details, Bid Security Declaration & 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 tenderer is found to be resorting to such practices, the tender of such firm will be rejected.
13. **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.
14. **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.

9. FORCE MAJEURE:

Should any force majeure circumstances arise, each of the contracting party shall be excused for the non-fulfilment or for the delayed fulfilment 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.

10. 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 favor or disfavor 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 favor 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 /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.

The compliant may be addressed within 24-48 hrs otherwise penalty may be applicable.

11. 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.

12. LIQUIDATED DAMAGES (LD):

In the event of the seller's failure to submit the Bonds/Guarantees/ Documents or/and supply/performance 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.

13. 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 15 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.

14. 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 as applicable and enter details of the instrument.
- 4) Bidder should prepare the Tender Fee and Bid Security Declaration 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 colored (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/Bid Security Declaration/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.

15. 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: Dr. Komal Chauhan, Associate Professor

Address: NIFTEM, Kundli, Sonapat (Haryana) - 131028

Phone No. - 0130 -2281020, 2281057

E-mail ID- purchase.niftem@gmail.com, komal.niftem@gmail.com

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 (must be filled by bidder)	Document Placed at :-
1	MSME & NSIC Details		Page no.-
2	Bid Security Declaration on Letterhead		Page no.-
3	Name of Firm with address, mobile/phone no. & e-mail.		Page no.
4	Tender fee details (Amount DD no., Bank Name, Amount date)		Page no.
5	Type of Firm (Proprietor/ Partnership/ Pvt. Ltd./ Public Ltd.		Page no.
6	Experience :- The bidder should be an established Manufacturer or authorized Supplier or Dealer or seller to the Central and State Govt. Deptts./ University/ Autonomous/ Educational/Research Institutes/private reputed Universities/ Institute for last 03 financial years (2017-2018, 2018-19 & 2019-2020) with experience of successful completion of supply and installation of the similar equipment. Copies of supply orders for last three financial years (2017-18, 2018-2019 2019-2020) along with Original Equipment Manufacturer (OEM)/Authorized/Dealer Certificate must be attached. Copies of minimum three Completion Certificates/Installation Report must also be attached. The Completion Certificate for last three financial years (2017-18, 2018-2019 2019-2020) should contain Date of start, Date of completion, Value on completion etc.		Page no.-
7	Turnover :- The average annual financial turnover of the bidder during the last 3 financial years ((2017-18, 2018-2019 2019-2020) ended 31st March 2020, should be at least Rs. 01 crore	2017-18 _Rs 2018-19 _Rs 2019-20 _Rs	Page no.-
8	Copies of audited Balance sheet and Profit & Loss Account for the F.Y. 2017-18, 2018-19 and 2019-20.		Page no.-
9	Income Tax. Returns for the F.Y. 2017-18, 2018-19 and 2019-20.		Page no.-
10	Incorporation details		Page no.-
11	PAN & GST details		Page no.
12	Bank account details		Page no.
13	An Authorization Letter from bidder in favour of person signing tender documents.		Page no.
15	The Annexure No.-V, an undertaking to declare that Bidder has not been black listed in India and abroad must be submitted on Non-judicial Stamp Paper of Rs. 100.		Page no.-
16	Complete Tender documents including Annexure (II, III, IV) duly signed and stamped on each page.		Page no.-

The above documents must be enclosed with proper pagination.

Date: -

Signature.....
Name
Address
Mobile:
Seal of firm.

FINANCIAL BID

1.

S. N.	Description of Item	Qty	Unit	Unit Rate	GST	Total Amount
1	Spiral Mixer	01	Nos.			
	Total amount					

2.

S. N.	Description of Item	Qty	Unit	Unit Rate	GST	Total Amount
1	Planetary Mixer	01	Nos.			
	Total amount					

3.

S. N.	Description of Item	Qty	Unit	Unit Rate	GST	Total Amount
1	Rotary Rack baking Oven	01	Nos.			
	Total amount					

4.

S. N.	Description of Item	Qty	Unit	Unit Rate	GST	Total Amount
1	Bread, Rusk and Cake Slicer	01	Nos.			
	Total amount					

5.

S. N.	Description of Item	Qty	Unit	Unit Rate	GST	Total Amount
1	Dough Moulder	01	Nos.			
	Total amount					

6.

S. N.	Description of Item	Qty	Unit	Unit Rate	GST	Total Amount
1	Cookie (Dough) Sheeter	01	Nos.			
	Total amount					

7.

S. N.	Description of Item	Qty	Unit	Unit Rate	GST	Total Amount
1	Electric Oven	01	Nos.			
	Total amount					

8.

S. N.	Description of Item	Qty	Unit	Unit Rate	GST	Total Amount
1	Sugar Grinder	01	Nos.			
	Total amount					

9.

S. N.	Description of Item	Qty	Unit	Unit Rate	GST	Total Amount
1	Proofer	01	Nos.			
	Total amount					

10.

S. N.	Description of Item	Qty	Unit	Unit Rate	GST	Total Amount
1	Weighing Balance	01	Nos.			
	Total amount					

11.

S. N.	Description of Item	Qty	Unit	Unit Rate	GST	Total Amount
1	Tabletop Mixer	01	Nos.			
	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:

Signature of Bidder with Stamp

Bakery Equipment Specification

S.No	<u>Equipment</u>
1	SPIRAL MIXER
	Capacity: 30kg/lot Double Speed Kneading arm Motor with timer Bowl rotates in both directions Stainless steel bowl in 2 mm Stainless steel arm 30 mm Round 304 grade Heavy duty body One-year warranty
2	PLANETARY MIXER
	Capacity 30 litre Mixing and whisking of all types of food products Three phase power supply 3 speed gearboxes Stainless steel bowl. One-year warranty
3	ROTARY RACK BAKING OVEN
	Capacity 28 Trays (18" * 13") Power required 440 V (3 phase) Italy makes diesel burners. Italy makes gearboxes. Fully Stainless-steel body. Digital temperature controller Digital batch timer Heavy insulation with ceramic blanket 4 trolley for regular production No colour variation Electric parts (abb, Schneider electric) Choice available for Diesel or gas. Diesel tank 100 litre. One-year warranty
4	BREAD,RUSK AND CAKE SLICER
	Capacity 150 to 200 loaves/hour. 12 mm thickness 5 hp Crompton motor Heavy duty body Noise free One-year warranty

5	DOUGH MOULDER
	Capacity 800 to 1200/hour. 104" length and 14" wide belt. Six rollers (stainless steel) Nylon pressure plate. 2hp 3 phase motor Adjustable rollers. One-year warrantee
6	COOKIE (DOUGH) SHEETER
	Conveyor Belt: 400*1600 mm Adjustable Thickness: 1-35 mm Dimension: 780*1690*590 mm Max Dough: 4 Kg Power: 0.40 Kw, 1 phase One-year warrantee
7	ELECTRIC OVEN
	Capacity 2 Deck, 4 Trays (13" * 18") Heavy duty body. Digital temperature controller. Digital batch timer Heavy insulation One-year warrantee
8	SUGAR GRINDER
	Capacity 70 kg/hour 2hp 3phase motor With storage box One-year warrantee
9	PROOFER

	Capacity 6 TRAY Fully stainless-steel body. Humidity controller Digital temp controller One-year warrantee
10	WEIGHING BALANCE
	100 kg Platform Weighing machine Digital Display up to 7 digits Accurate Readings. Proper Calibration. Battery Charger included. Storage Capacity: Yes One-year warrantee
11	TABLETOP MIXER
	Capacity 10 litre Stainless steel bowl Powerful 100% Copper 1000 W Motor 3 Level Speed Control One-year warrantee

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

Date:

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

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: **N/AE/D/2020/48/**

Name of Tender / Work: - **ONLINE TENDER FOR SETTING OF A BAKING UNIT at TRIVANDRUM, KERALA**

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
(must be submitted on Non-judicial Stamp Paper of Rs. 100)

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).