



# ICAR-NATIONAL BUREAU OF FISH GENETIC RESOURCES

Canal Ring Road, P.O. Dilkusha, Lucknow-226 002, U.P., India  
Ph. : (0522) 2441735, 2440145, 2442440, 2442441 Fax : (0522) 2442403 :  
Website : [www.nbfgres.in](http://www.nbfgres.in)



F.No. 3-70/2023-24/Purchase of Dry Shipper/Institute

Dated:...../2023

## **NOTICE INVITING TENDER THROUGH Government E-Market Place (GeM)**

Online Bids are invited from the interested firms under two bid system for procurement of " **Dry Shipper (12L)** " at ICAR-National Bureau of Fish Genetic Resources, Canal Ring Road, Telibagh, P.O. Dilkusha, Lucknow-226002. **Manual bids shall not be entertained.**

Tender documents may be downloaded from GeM website as per the schedule as given in CRITICAL DATE SHEET as under.

### **CRITICAL DATE SHEET**

Tender No.	F.No. 3-70/2023-24
Date and Time for Issue/Publishing	31/10/2023 on 05:00 PM
Document Download/Sale Start Date and Time	31/10/2023 on 05:00 PM
Bid Submission Start Date and Time	<b>31/10/2023 on 05:00 PM</b>
Bid Submission End Date and Time	<b>21/11/2023 on 05:00 PM</b>
Date and Time for Opening of Bids	<b>21/11/2023 on 05:30 PM</b>
Address for Communication	<b>I/c (S&amp;P)</b> ICAR-National Bureau of Fish Genetic Resources, Canal Ring Road, Telibagh, P. O. Dilkusha, Lucknow-226002.

**I/c (S&P)**

**INSTRUCTIONS FOR ONLINE BID SUBMISSION**

1. The tender from/bidder documents may be downloaded from the website: of GeM. Online submission of Bids through GeM is mandatory. Manual/Offline bids shall not be accepted under any circumstance.
2. Tenders/bidders are requested to visit website: [GeM](#) regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
3. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The council reserves the right to accept or reject any or all the tenders.
4. The interested firms are required to deposit (in original) **Earnest Money Deposit (EMD)** worth **Rs. 36,000/- (Rupees Thirty Six Thousand Only)** in the form of Demand Draft from any of the Commercial Bank in favour of **ICAR Unit: NBFGR, payable at Lucknow** must be addressed to the **Asstt. Administrative Officer, ICAR-National Bureau of Fish Genetic Resources, Canal Ring Road, Telibagh, P.O. Dilkusha, Lucknow-226002** on or before bid opening date and time as mentioned in the Critical Date Sheet.
5. The firm should send the Original brochures of the product and may be addressed to the **Asstt. Administrative Officer, National Bureau of Fish Genetic Resources, Canal Ring Road, Telibagh, P.O. Dilkusha, Lucknow-226002** on or before bid opening date and time as mentioned in the Critical Date Sheet.
6. Bidder need not to come at the time of Technical as well as Financial bid opening at ICAR-NBFGR. They can view live bid opening after login on GeM Portal at their remote end. If bidder wants to join bid opening event at ICAR-NBFGR then they have to come with bid acknowledge slip that generates after successful submission of online bid.

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

• **Technical:**

- (a) Scanned copy of Firm's registration, Pan Card, GSTIN No., Tender Acceptance Letter (Annexure-IV).
- (b) Scanned copy of Manufacturers Authorization Certificate issued by Principal Manufacturer duly verified by the Indian Agent or Manufacturing Certificate.
- (c) Scanned copy of Income Tax Statement for the last three years 2020-2021, 2021-2022 & 2022-2023.
- (d) Scanned copy of Annexure-II and III.
- (e) Scanned copy of Make and Model of all systems, sub systems and additional items should be mentioned in the technical bid and complete technical details should be verifiable in the form of published catalogue (evidence of copyright by the manufacturer & year of publishing) and available at company's official website.

**Note:**

Circular No. 1(2)(1)/2016-MA dated 10<sup>th</sup> March 2016 of Ministry of Micro, Small & Medium Enterprises (MSE,s) and Circular No. F/20/2/2014-PPD (Pt), dt.26/07/2016 of Ministry of Finance, Department of Expenditure, Procurement Policy Division; regarding relaxation of Norms for Startups and Micro & Small Enterprises in Public Procurement on Prior Experience-Prior Turnover Criteria prior turnover would be applicable.

• **Financial Bid:**

- (a) Price Bid as BoQ .....
- \* Item should be of reputed make and used by reputed Research Organizations in India for not less than 5 years.
- \* Submission of samples of the quoted items is compulsory without which the rates will not be considered. Rates will be opened only for those items for which the samples is approved with respect to the requirement.
- \* Tax extra as applicable should be indicated separately in the column provided.

**Note:-** The above mentioned Financial Proposal/Commercial Bid format is provided as BoQ\_XXXX. xls along with this tender document at GeM. Bidders are advised to download this BoQ\_XXXX. xls as it is and quote their offer/rates in the permitted column and upload the same in the Financial Bid. Bidder shall not tamper /modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and tenderer is liable to be banned from doing business with ICAR-NBFR.

**I/c (S&P)**

### **Checklist:**

The firm must be fill this check list.

<b>Sr. No.</b>	<b>Documents</b>	<b>Page No.</b>	<b>Remarks</b>
1.	Firm's Registration		
2.	Pan Card		
3.	GSTIN No.		
4.	Tender Acceptance Letter along with full tender documents with sign & seal of firm in each and every pages of tender documents.		
5.	Manufacturers Authorization Certificate issued by Principal Manufacture duly verified by the Indian Agent or Manufacturing Certificate.		
6.	Income Tax Statement for the last three years i.e. 2020-2021, 2021-2022 & 2022-2023		
7.	Make and Model of all systems, sub systems and additional items should be mentioned in the technical bid and complete technical details should be provided in the form of Brochures and write-ups.		
8.	Copy of published/printed catalogue under the copyright and year of publishing by the principal manufacturer.		

***Note: Please clear mentioned the page number of attached documents clearly.  
Failing which tender will be rejected.***

Terms & Conditions

1. The tender shall quote rates, which will include the delivery and other incidental charges, Taxes, if any, should be indicated separately.
2. The rates should be quoted as per the BOQ uploaded on the GeM Portal. Taxes, if any, should be indicated separately. It must be noted that the contract shall be awarded to the firm which fulfils all the required terms and conditions and remains L-1 for any particular items.
3. The firm must also possess valid PAN No., GSTIN No. and a copy of the same must also be enclosed with the tender document.
4. Copy of previous three years of Income Tax Statement may be furnished.
5. Any compulsive amendment, if required in the tender documents must be communicated up to 7 days before closing date of tender. This communication should have appropriate justification. The right to accept or not accept is vested with Competent Authority, ICAR-NBFGR, Lucknow.
6. The successful firm shall have to supply within 45 days from the date of confirmed supply order. The rates quoted shall be valid for one year from the date of opening of tender.
7. The contractor/bidder or his representative may contact the undersigned at Telephone No. 0522-2441735, 2440145 for any further clarification.
8. The Director, ICAR-National Bureau of Fish Genetic Resources (ICAR-NBFGR) shall have the right to reject all or any of the offers, accept more than one offer, and assign part of the job.
9. Merely quoting of lowest rates does not mean that order shall be given to that firm. The Competent Authority will finally decide on the basis of quality and performance of past installation.
10. The interested firms are required to deposit (in original) **Earnest Money Deposit (EMD) worth Rs. 36,000/- (Rupees Thirty Six Thousand Only)** in the form of Demand Draft from any of the Commercial Bank in favour of **ICAR Unit: NBFGR, payable at Lucknow** must be addressed to the **Asstt. Administrative Officer, ICAR-National Bureau of Fish Genetic Resources, Canal Ring Road, Telibagh, P.O. Dilkusha, Lucknow-226002** on or before bid opening date and time as mentioned in the Critical Date Sheet.
11. Rates once finalized will not be enhanced/reduced during the currency of the contract.
12. In case of foreign currency, conversion rates in INR will be taken on that day when financial bid will open.
13. In case, the successful bidder shows inability at any stage, after the contract is finalized and awarded, for whatsoever reason (s), to honor the contract, the Earnest Money/ Performance Security deposited would be forfeited.
14. The Director, ICAR-NBFGR reserves the right to cancel the contract at any time during the currency period of the contract without giving any reason.
15. **The firm to whom the tender will be awarded, will have to deposit the Performance Security equal to 3% of the total amount at the time of installation of the equipment. If the services are not found to be satisfactory, the Performance Security is liable to be forfeited. No interest will be paid on Performance Security.**

16. If any disputes (s) arises between ICAR-NBFGR and the firm with reference to the contract, ICAR-NBFGR will decide it and its decision will be binding on the firm.
17. **Bid Validity: 180 days.**
18. The contract will be given to item-wise Least one (L-1).
19. Our Institute is Registered with DSIR and we are exempted from Excise Duty & Custom Duty. Hence CDEC/DSIR will be provided to the selected bidder, after submission/production of Performance Bank Guarantee by the supplier (s). Rate should be quoted accordingly.
20. **PAYMENT:**
  - (A) Payment for Goods supplied from abroad:
    - (a) On shipment 90% of the contract price (FOB) shall be paid through irrevocable Letter of Credit upon submission of documents detailed in L/C.
    - (b) 10% of the contract price (FOB) (in foreign currency) and other charges like freight etc. from FOB to FOR ICAR-NBFGR, Lucknow (in INR) will be released after satisfactory installation/working of equipment/machine etc. As well as on submission/production of Performance Bank Guarantee by the supplier (s).
  - (B) Payment for Goods supplied within India:
    - (a) 100% of the contract price on receipt of goods by the consignee supported by satisfactory installation/working report and submission of PBG.
21. **INSTALLATION:**

Within 30 days from the date of receipt of equipment in the Institute failing which liquidated Damage clause shall apply.

**Liquidated Damage Clause:** It would be realized @0.5% (half per cent) of the base price (excluding taxes) of the delayed goods for each week of delay subject to maximum 10%.
- 22- **SETTLEMENT OF DISPUTE:-**
  - i- The purchaser and the supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract.
  - ii- If, after twenty-eight (28) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract. Arbitration proceedings shall be conducted in accordance with the rules.
  - iii- Notwithstanding any reference to arbitration herein.
    - a- The parties shall continue to perform their respective obligations under the Contract unless they otherwise agree;

and

b- The Purchaser shall pay the Supplier any monies due the Supplier.

22. **Price:**

- i. If any bidder wants to quote in foreign currency, price be quoted on FOB international port of shipment in foreign currency and all charges from FOB international Port to FOR, ICAR-NBFGR, Lucknow (like: Air/Sea freight, insurance, custom duty against CDEC, Custom Clearing charges and transportation up to ICAR-NBFGR, Lucknow) should be quoted in INR only.
- ii- If any bidder wants to quote in INR, Price be quoted on FOR, ICAR-NBFGR, Lucknow basis.
- iii- IN CASE THE STORES PERTAINS TO IMPORT:
  - (a) KINDLY ENSURE TO ENCLOSE MANUFACTURER'S AUTHORIZATION IN FAVOUR OF INDIAN SUBSIDIARY FIRM. IT MAY ALSO BE NOTED THAT FURTHER AUTHORIZATION BY SUBSIDIARY FIRM IN FAVOUR OF ANY OTHER FIRM LOCATED IN INDIA TO PROMOTE THEIR SALE MUST HAVE AUTHORIZATION FROM THE PRINCIPAL FIRM FOR FURTHER AUTHORIZATION TO AN INDIAN FIRM, FAILING WHICH THE TENDER IS LIABLE TO BE CANCELLED.
  - (b) PRICE SHOULD BE QUOTED ON FOR INTERNATIONAL AIRPORT/ SEAPORT AND CIF NEW DELHI ALSO. IN CASE ANY FIRM QUOTES THE RATE ON FCA EX-WORKS BASIS ONLY, FCA OR EX-WORKS PRICE WILL BE TREATED AS FOR INTERNATIONAL AIRPORT/ SEAPORT.
  - (c) PRICE CAN ALSO BE QUOTED IN INR (FOR BASIS) OR INTERNATIONAL CURRENCY CDEC/DSIR AND/OR GST CAN BE DEMANDED FOR AVAILING EXEMPTIONS.

“Terms and conditions are acceptable”

**Dated:**

**(Authorized Signatory of the firm)**

**Annexure-III**



**ICAR-NATIONAL BUREAU OF FISH GENETIC RESOURCES**

Canal Ring Road, P.O. Dilkusha, Lucknow-226 002, U.P., India

Ph. : (0522) 2441735, 2440145, 2442440, 2442441 Fax : (0522) 2442403 :

Website : [www.nbfg.res.in](http://www.nbfg.res.in)



Name of the firm :

Registered/Postal Address :

1.	Permanent Account Number (PAN No.)	
2.	GST Registration No., if applicable	
3.	Bank Details:	
a	Bank Name	
b	Branch Address	
c	Account No.	
d	Type of Account (Current/Saving)	
e	MICR No.	
f	RTGS/NEFT Code:	

Date:

**Name of the Authorized Signatory**

Place:

**Stamp & Signature**



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

Date:

To,

.....  
.....  
.....  
.....

Sub: Acceptance of terms and conditions of tender:

Tender Reference No.:  
Name of tender/work:-

.....  
.....  
.....

Dear Sir,

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

.....  
.....

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

2. I/we hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. .... to ..... (Including all documents like annexure (s), schedules (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/organization too have also been taken into consideration, while submitting this acceptance letter.

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

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

6. I/we certify that all information furnished by the our firm is true and correct and in the event the information is found to be incorrect/untrue for found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,  
(Signature of the Bidder, with official seal)

## **INSTRUCTION FOR ONLINE BID SUBMISSION**

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

More information useful for submitting online bids on the GeM Portal may be obtained.

### **REGISTRATION:**

- Bidders are required to enrol on the e-Procurement module of the GeM by clicking on the link.
- As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the GeM Portal.
- Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sift / TCS /nCode /eMudhra etc.), with their profile.
- Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC/e-Token.

### **SEARCHING FOR TENDER DOCUMENTS:**

- There are various search options built in the GeM 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 GeM Portal.
- Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS**

- Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 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.

- Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF /XLS /RAR/DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN Card Copy, Annual Reports, Auditor Certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### **SUBMISSION OF BIDS**

- Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- The serve time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 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.
- The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

### **ASSISTANCE TO BIDDERS**

- Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- Any queries relating to the process of online bid submission or queries relating to GeM Portal in general may be directed to the (8AM to 8PM, Mon. to Sat.) GeM Portal Helpdesk.

**SPECIFICATION OF EQUIPMENTS**  
**Technical Specification Compliance Statement Form**

Name of the Equipment : **Dry Shipper**

Quantity : **2 Nos.**

S. No.	Specification	Yes/ No	Specification Offered/Deviation if any
1	2	3	4
1.	Facility to transport biological material in dry phase		
2.	Volume (L)	12 ± 2	
3.	Daily evaporation rate	Less than 0.25 L per day	
4.	Static holding time	30 ± 5 days	
5.	Dynamic holding time	Minimum 20 days	
6.	Neck diameter	80 ± 10 mm	
7.	Inventory systems (all three provisions)	Straws/2 ml/5 ml vials	
8.	Body	High grade aluminium	
9.	Capacity	3000 straws / 200 vials 2 ml / 100 vials of 5 ml	
10.	Compliance with international regulation for the transport of hazardous goods	ADR (road), IATA (air) and RID (rail)	
11.	Lock facility to avoid unauthorized access of samples	Yes	
12.	Warranty	2 years	

Mark (YES) if specification offered is as per tender or better. If not, specify the specification offered. An item-by-item commentary on the purchaser's Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications or a statement of deviations and exceptions to the provision of the Technical Specifications.

1. Published/Printed Technical literature/brochures/manuals should be attached along with this format that certifies the quoted specification. Simple internet downloaded are not accepted unless the catalogue/brochures from authorized website of original manufacturer can be certified.
2. Compliance/Deviation statement comparing the specification of the quoted model to the required specifications. This statement should also give the last page of the technical literature where the relevant specification is mentioned.
3. Failure to give support documents for verifying specification will lead to rejection of bid.

**SIGNATURE WITH STAMP OF THE BIDDER**