



**NATIONAL INSTITUTE OF FOOD TECHNOLOGY ENTREPRENEURSHIP AND
MANAGEMENT-THANJAVUR**

**Ministry of Food Processing Industries, Government of India
Formerly Indian institute of food processing technology(IIFPT), Thanjavur.**

Pudukkottai Road, Thanjavur -613 005, Tamil Nadu

Email: director@iifpt.edu.in / Email: po@iifpt.edu.in

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File No. NIFTEM-T/PO/Cisco Webex license/2022-23/11

Date: 11.11.2022

NOTICE FOR INVITING TENDER THROUGH E-PROCUREMENT

Online Bids are invited from the manufacturers/dealers/distributors interested firms under **Two bid system (Technical bid/financial bid)** for Supply of the following equipment at NIFTEM-**Thanjavur**.

Manual bids shall not be entertained.

Sl. No.	Equipment Name
1	Cisco Webex License as per detailed specifications below.

Tender documents may be downloaded from e-procurement website of CPPP <https://eprocure.gov.in/eprocure/app> as per the schedule given in **CRITICAL DATE SHEET** as under

CRITICAL DATE SHEET

Tender No.	NIFTEN-T/PO/ Cisco Webex License / 2022-23/11
Name of Organization	NATIONAL INSTITUTE OF FOOD TECHNOLOGY ENTREPRENEURSHIP AND MANAGEMENT-THANJAVUR
Date and Time for Issue/Publishing	11.11.2022 at 06.00 PM
Document Download/Sale Start Date and Time	11.11.2022 at 06.00 P M
Pre-Bid meeting date and time	18.11.2022 at 03.30 P M
Bid Submission start Date and Time	22.11.2022 at 06.00 PM
Bid Submission End Date and Time	01.12.2022 at 04:00 P M
Date and Time for Technical Bid Opening	02.12.2022 at 04.00 PM
Date and Time for Financial Bid opening	WILL BE INTIMATED.
Address for Communication	Director, NIFTEM, Thanjavur, Pudukkottai Road, Thanjavur-613 005

**Sd/-
DIRECTOR**

Annexure-I

INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. The Tender form/bidder document may be downloaded from the <https://eprocure.gov.in/eprocure/app> **Online submission of Bids through** Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) is mandatory. Manual/Offline bids shall not be accepted under any circumstances.
2. Tenderers/bidders are requested to visit the website <https://eprocure.gov.in/eprocure/app> regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
3. Technical Bids will be opened on **02.12.2022**. Financial Bids will be opened later after finalizing the technical bids.
4. **Pre-Bid for Cisco Webex License for which a presentation by the authorized manufacturers/distributors/dealers** can be done by their authorized representatives of the concerned equipment on **18.11.2022 by 03.30 pm to 4.30 pm** at NIFTEM, Thanjavur. Interested firms are requested to attend a prebid meeting with the institute technical evaluation committee via Cisco Webex . You are requested to use the. **Goole meet linkVideo call link: <https://meet.google.com/vfn-pdhj-vjr>.**
5. Person attending the prebid meeting should submit necessary authorization from the company and mention the name of equipment which you wish to participate, those can be mailed to The Director, NIFTEM, Thanjavur mail id: director@iifpt.edu.in copy to po@iifpt.edu.in before the date and time of prebid meeting.
6. In case, any holiday is declared by the Government on the day of opening, the tender will be opened on the next working day at the same time. NIFTEM-T reserves the right to accept or reject any or all the tenders.
7. **Bid Securing declaration as per the format attached should necessarily be provided along with the technical bid by all the participants.**
8. **Please note that only online Bids will be accepted. HARD COPIES SHOULD NOT BE SENT.**
9. **Technical Bid consisting the detailed technical specification regarding make and model, catalogue No., etc., of all the equipment, sub items, additional items, brochures and write-ups including the terms and conditions should be mentioned in both the technical and financial bids.**
10. **The detailed technical specification should be provided for the make, model of the product for which the bid is submitted, if not the bid becomes invalid.**
11. **Country of Origin should be clearly mentioned in the technical bid. Authorization / OEM from the supplier / manufacturer should also contain the details about country of origin. In the absence of confirmation your bid will be rejected.**
12. **Financial Bid indicating necessary break up price for the items quoted in the Technical Bid including the terms and conditions may be given clearly.**
13. **Warranty: Minimum one year from the date of installation.**
14. **Performance Security: 3% of the base value of the instrument for 14 months by means of Crossed Bankers Cheque or Demand Draft drawn in favour of the Director, NIFTEM-T or Bank Guarantee or**

Joint Fixed Deposit from a national/commercial bank in favour of the Director, NIFTEM, Thanjavur.

15. Bidders need not to come at the time of Technical as well as Financial bid opening at NIFTEM, Thanjavur. They can view live bid opening after login on CPPP e-procurement portal at their remote end. If any dispute arises, it will be within the Thanjavur Jurisdiction only.

16. Operation kit/ Manual should be provided for startup and regular operation of the equipment.

i. **For Equipment manufactured in India:**

- a. Price of the equipment quoted Ex-works should be including the GST. Necessary breakup should be given.
- b. GST and other taxes if any which will be payable on the goods if offer is accepted.
- c. Charges towards inland transportation, insurance and other local services required for delivering the goods at the desired destination should be specified in the price bid.
- d. Installation/ commissioning should be completed within twenty days from the date of receipt of equipment at, **NIFTEM, THANJAVUR-613005, TAMILNADU**, without charges failing which the liquidated damages clause shall apply. Proper training should be provided to the end users up to their satisfaction after completion of installation/ commissioning.

ii. **For Equipment manufactured abroad:**

- a. Price could be quoted in multicurrency on FOB / CIF / CIP should have necessary break-up.
- b. Installation / commissioning should be completed within fifteen days from the date of receipt of equipment **at NATIONAL INSTITUTE OF FOOD TECHNOLOGY ENTREPRENEURSHIP AND MANAGEMENT, PUDUKKOTAI ROAD, THANJAVUR-613 005, TAMILNADU**, without any charges failing which the liquidated damages clause shall apply.
- c. Proper training should be provided to the end user up to their satisfaction after completion of installation / commissioning on free of charges.

17. The firms are also required to upload copies of the following documents along with the Technical Bid are mandatory failed to attach with the tender will not be considered :-

• **Technical Bid :**

- a) Scanned copy of bid securing declaration.
- b) Scanned copy of Firm's registration, PAN Card, GST No.
- c) Scanned copy of authorization issued by the Manufacturers / Principal
- d) Scanned copy of Annexure-II, IV and V may be signed with company seal.
- e) Scanned copy of User List / Purchase Orders similar to this equipment, Performance certificate after satisfactory installation from the Government organisations.
- f) Scanned copy of technical Brochure supporting the spec offered in the tender.

- g) Scanned copy of Tender (Technical Bid) should be neatly typed in the company's letter head signed sealed uploaded in the online tender.
- h) 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 provided in the form of Brochures and write-ups.
- **Financial Bid:-**
 - a) Price Bid as BOQ XXX.xls
 - b) Price bid with all price breakup details as per format in tender document.
 - c) Detailed terms including delivery period, warranty and installation etc.

Sd/-
DIRECTOR

Annexure-II

Terms & Conditions

1. The tenderer shall quote rates, which will include the delivery & other incidental charges. Taxes, if any, should be indicated separately.
2. The rates should be quoted as per the BOQ uploaded on the CPP Portal (reference may be obtained from Annexure-III). Taxes, if any, should be indicated separately. It must be noted that the supply/contract shall be awarded to the firm which fulfils all the required terms and conditions and remains L-I for any particular item.
3. The firm must also possess valid PAN No. & GST registration number and a copy of the same must also be enclosed with the tender document.
4. Modification in the tender document after the closing date is not permissible.
5. The successful firm shall have to supply the various Scientific Equipment /undertake the work within the time frame set in the supply/work order confirming to the supply/work order. The rates quoted shall be valid for six months from the date of opening of tender.
6. No variation in terms of quality of the items shall be entertained or else Bid security declaration shall be effect.
7. The Director, NIFTEM-T, Thanjavur, shall have the right to reject all or any of the offers, accept more than one offer, and assign part of the job without assigning any reason.
8. 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 & performance of past installations.
9. **Warranty: Minimum one year from the date of installation.**
10. If the article(s) is/are taxable the rate of tax should be indicated separately, otherwise it would be treated as nontaxable item. The rate quoted in the BOQ should be FOR destination for delivering the items at, **NATIONAL INSTITUTE OF FOOD TECHNOLOGY ENTREPRENEURSHIP AND MANAGEMENT, Thanjavur, Tamilnadu** and should include all charges such as packing, forwarding including loading/unloading etc. Insurance charges, if any, are to be borne by the suppliers.
11. For import item the price quoted in foreign currency could be on FOB/CIF/CIP basis for supply to the nearest airport **to Chennai**. However, necessary breakup should be given for the price quoted in the Financial Bid. Customs clearance, local transportation etc., **will be taken care by NIFTEM, Thanjavur**. Customs Duty applicable would be paid by NIFTEM-T, Thanjavur. The supplementary documents should be timely made available to the bank for enabling us to get the BRO along with the documents for clearing the imports through the clearing agent. In case the firms / Indian agents are willing to clear the import at customs / Airport and to deliver the goods at NIFTEM, Thanjavur, it should be clearly indicated in the bid.
12. Rates once finalized will not be enhanced/reduced during the currency of the contract.
13. In case, the successful bidder shows inability at any stage, after the supply / contract is finalized and the supply order / work order is issued, for whatsoever reason(s), to honour the supply / contract, the earnest money /performance security deposited would be

forfeited.

14. The Director, NIFTEM-T reserves the right to cancel the supply / contract at any time during the currency period of the supply / contract without giving any reason.
15. The firm to whom the order for supply / contract is awarded will have to deposit the performance security equal to 3% of the base value of supply / work after satisfactory installation of the equipment. If the services are not found to be satisfactory, during the warranty period performance security is liable to be forfeited. No interest will be paid while returning the performance security.
16. If any dispute(s) arises between NIFTEM-T and the firm with reference to the contract, NIFTEM-T will decide it and its decision will be binding on the firms.
17. Bid Validity: 180 days
18. The order for supply / contract will be given to item-wise least one (L1).
19. Our Institute is registered with DSIR and we will pay the concessional Custom Duty as applicable. Hence CDEC/DSIR will be provided to the firm, if demanded. Rate should be quoted accordingly.
20. Liquidated Damages - Any delay in delivery or installation beyond the stipulated date for delivery and date for installation, will involve payment of LD @0.5% per week subject to a maximum of 3% of the order / contract value. If LD amount goes beyond the maximum, then the Purchaser reserves the right to cancel the contract / purchase order.
21. Payment: - The payment will be released after receipt of goods in good condition followed by satisfactory installation certificate from the end user and after receipt of Performance Bank Guarantee.

Payment Terms: In order to facilitate for speedy settlement of payment you are requested to furnish the following details:

- **Name of the firm:**
 - **Name of the Bank:**
 - **IFSC Code of Bank:**
 - **Name of the Account & Account No.:**
 - **Branch Code:**
 - **Amount to be paid:**
 - **E-mail address of the party:**
 - **GST No. and Pan No. copies**
 - **Performance Security Deposit**
- a. **Payment towards supply of indigenous items shall be made by the purchaser within thirty days after completion of prompt supply followed by satisfactory installation besides receipt of performance security. Necessary invoice or claim of the supplier should be drawn in the name of The Director, NIFTEM, Thanjavur.**
 - b. **For imports, LC will be established for importing the equipment if it is requested by the supplier. LC could be established only after receipt of order confirmation with proforma invoice. This should be made available within 15 days from the date of receipt of the Purchase Order. 90% of the LC amount would be released against the import document by our bankers and remaining 10% would be released after completion of supply followed by satisfactory installation and submission of**

performance security deposit. All the bank charges abroad shall be to the beneficiary account i.e. the supplier and all bank charges in India, shall be to the account of the opener i.e. purchaser. Payments for imports shall also be made through foreign DD or RTGS depending on the request of the supplier after completing all the formalities ie. Supply in full, satisfactory installation.

Installation: - Within *20 days from the date of receipt of equipment* in the Institute failing which Liquidated Damage clause shall apply.

22. Prices:

Price structure:

a) The tenderer shall quote for the complete requirement of goods and services as given in the tender document.

b) The rates and prices quoted shall be in Indian Rupees /Foreign currency.

c) Basic value of the equipment and GST at concessional rate should be shown separately along with GST registration No. and Pan No.

d) The rates and prices quoted by the supplier shall remain firm and fixed during the currency of the supply / contract and shall not be subject to variation on any account, whatsoever, including statutory variations, if any.

‘Terms & Conditions are acceptable’

Dated

(Authorized signatory of the firm)

Bid-Securing Declaration Form

Date:

Bid No.

To

(insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- (a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

- (b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: **(insert signature of person whose name and capacity are shown)** in the capacity of **(insert legal capacity of person signing the Bid Securing Declaration)**.

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of: **(insert complete name of Bidder) Dated on**
_____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

Annexure-III

(Reference for BOQ) (To be quoted in format provided on CPP Portal)

List of equipment attached

- Items should be of reputed make and suitable for high end elite users
- Tax extra as applicable should be indicated separately in the column provided.
- **The instrument is to be supplied and installed NIFTEM-, Thanjavur.**

Note: The above mentioned Financial Proposal/Commercial bid format is provided as BOQ XXXX .XLS along with this tender document at <https://eprocure.gov.in/eprocure/app>. 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 tampered/modified in any manner, tender will be completely rejected and tenderer is liable to be banned from doing business with NIFTEM,Thanjavur.

**NATIONAL INSTITUTE OF FOOD TECHNOLOGY ENTREPRENEURSHIP AND
MANAGEMENT-THANJAVUR.**

**Formerly Indian institute of food processing technology(IIFPT), Thanjavur.
(Ministry of Food Processing Industries, Government of India)
Pudukkottai Road, Thanjavur -613 005, Tamil Nadu.**

Name of the Firm _____

Registered/Postal Address _____

1	Permanent Account Number (PAN)	
2	GST Registration No.,	
	if applicable Bank Details	
	Bank Name	
	Branch Address	
	Account Number	
	Type of account	
	(current/saving) MICR No.	
	IFSC 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 & Conditions of
Tender. Tender Reference No. _____

Name of Tender/Work:

Dear Sir,

- 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).

- 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 line annexure(s), schedule(s), etc...) which form part of the contract agreement and I/We shall abide hereby the terms/conditions/clauses contained therein.
- The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.
- I/we hereby unconditionally accept the tender conditions of above mentioned tender documents/corrigendum(s) in its totality/entirely.
- I/we do hereby declare that our Firm has not been black-listed/debarred by any Govt. Department/Public sector undertaking.
- I/we certify that all information furnished by our Firm is true & correct, in the event of that any information found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason and summarily reject that bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

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

- 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.
- 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 CPP 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. Sify/code/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’s ID/password and the password of the DSC/e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 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.
- 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. GST, PAN card copy, authorization letter from the manufacturer/ principals, IT statement 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.
- Bidder should prepare the 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 mode, 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.
- 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) cell 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 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.
- 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.
- 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 and a bid summary will be displayed with the bid no. and the date and time of submission of the bid with all other relevant details.

- The bid summary has to 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.

ASSISSTANCE TO BIDDERS

- Any queries relating to the tender documents and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contract person indicated in the tender.
- 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.

Specification for Cisco Webex licence

Description	Qty
<p>Cisco Webex Specification</p> <p>Cisco Webex: Collaboration Flex Plan 3.0</p> <p>Basic Support for Flex Plan</p> <p>NU Webex Meetings - Meetings Suite</p> <p>Included VoIP (1)</p> <p>Webex Edge Audio (1)</p> <p>Meetings Toll Dial-In Audio (1)</p> <p>Webex Cloud Recording Storage Entitlement</p> <p>File Storage Entitlement</p> <p>Pro Pack for Cisco Control Hub Entitlement</p> <p>Messaging Named User Entitlement (1)</p> <p>Meeting Suite Named User Entitlement (1)</p>	<p>05 no's</p>

CHECK LIST

Sl. No.	Description	Details	Page number of submitted document
1.	Bid Securing Declaration	Yes / No	
2.	EMD / NSIC/MSME registration certificate (Valid and active licensee certificate up to date)	Yes / No	
3.	Copy GST Certificate of company	Yes / No	
4.	Copy PAN card of company	Yes / No	
5.	Original Equipment Manufacture certificate / Authorization Certificate from the manufacturers	Yes / No	
6.	Original catalogue of Goods	Yes / No	
7.	Technical Bid	Yes / No	
8.	Performance certificates from customers or List of customers	Yes / No	
9.	Tender validity period	Yes / No	
10.	Warranty mentioned	Yes / No	
11.	Annexures –II, IV & V	Yes / No	
12.	Price Bid in PDF format	Yes / No	
13.	Any other information	Yes / No	

Proof of all documents (scanned copy) must be Serially numbered and attached with tender document.