

**NATIONAL SEEDS CORPORATION LIMITED**

**राष्ट्रीय बीज निगम लिमिटेड**

(A Government of India Undertaking)

**Regional office: Jaipur**

CIN: U74899DL1963GOI003913






**(COMPETITIVE BIDDING)**

**TENDER DOCUMENT FOR HIRING OF NON-AC SEED  
GODOWN. Capacity-50000 qtls.**

**LAST DATE&TIME FOR RECEIPTOF BIDS.: UPTO 13:00 PM ON 10.08.2022**

**DATE & TIME OF OPENINGOF BIDS.: 14:00 PM ON 10.08.2022**

  	<p align="center"><b>National Seeds Corporation Limited</b>  <b>(A Government of India Undertaking)</b>  <b>Regional Office – Jaipur-302001</b>  Email: <a href="mailto:rm.jaipur@indiaseeds.com">rm.jaipur@indiaseeds.com</a></p>
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File No.05(35)Engg./NSC/JPR/Storage/common/2022-23/

Dated: 02.08.2022

**Section-A**  
**NOTICE INVITING E-TENDER**

E-tender in two bid systems are invited from reputed Private/Co-operative and government agencies/ Companies/farms for hiring of Non AC Seed Godown for storage of Various Crop Seeds of NSC Jaipur Region produce at location Kota which is located in Indraprastha industrial area Kota-324005 Capacity- 50,000 Qtls. **for the period of 11 months(Extendable on mutual agreements.)**

Tender documents containing tender forms, specifications, terms and conditions can be downloaded from NSC website [www.indiaseeds.com](http://www.indiaseeds.com), [eprocure.gov.in](http://eprocure.gov.in) and <https://indiaseeds.enivida.com> the bidders shall have to pay **Rs.1180/-inclusive 18% GST** (Rupee One Thousand One Hundred Eighty only)(non-refundable) for the cost of tender by RTGS/NEFT or online mode of "NATIONAL SEEDS CORPORATION LIMITED JAIPUR" Account.

Particular	Details
Date of Issue NIT	02-08-2022
Last Date and time for submission Bid	10-08-2022, 1:00 PM
Technical Bid Opening Date	10-08-2022 at 2:00 PM
<b>Tender Fee online</b>	Rs. 1000/ + 18% GST Rs. 180/- total Rs. 1180/- (One Thousand one hundred eighty only)
<b>EMD online</b>	Rs. 2,00,000.00/- (Rupees Two Lakh Only)
Contact Person	Mukesh Kumar Jat Email: <a href="mailto:rm.jaipur@indiaseeds.com">rm.jaipur@indiaseeds.com</a>

**Regional Manager**

## **NATIONAL SEEDS CORPORATION LIMITED**

(A Government of India Undertaking)

Regional office: Jaipur

### **Section- I**

**National Seeds Corporation Limited, Jaipur** is interested to get the seed storage godown at Kota on hire basis for safely storing the seeds for a period of approximately eleven month ( **from date of agreement** ). The online e-tender are invited from the reputed and experienced godown owner who have ready to spare godowns for storing of seeds on hired basis for a period of Elevenmonths .

**Period of Contract:** The contract period/rate contract will be approximately for Eleven **months from date of agreement** for Rabi/Kharifproduce. Approximately 50,000 qtls.raw seed , good seed

#### **(1) Eligibility as a Godown Owner:**

- i.TheGodown ownershouldhaveGST,ProfessionalTaxregistration,PAN and should submit two years IT returns along with tender.
- ii.Hired godown should be constructed of RCC and brick work and should have sufficient plinth height of at least 2 to 3 ft. from ground level to avoid dampness and also sufficient ventilation for aeration in the godown and good open able shutters/ doors and flooring of PCC or mastic flooring or trimix flooring. Storagecapacityofthegodowniscalculatedwiththenormsof 2.00 sq. ft. for each quintal of seed. Seed stack height as per seed certification agency rules,
- iii.Hired Godownfor storage of raw seed/ good seed/passed seed/packing material about for approximately 50000.00 qtls. Quantity.
- iv.Hired Godown should have brick wall, steel shutters, steel/ wooden ventilator and A.C. Sheets roof preferably instead of G.I. Sheets or powder coated traphered sheets and the height of the godown to eve level should be minimum four meter (13 feet) fromplinthlevel.Thegodownshouldbeleakproofandwellventilated. The godown should be airy, damp free and have wide approach road for movement of tuck .The godown owner must specify the size of godown (length and Breadth) , height of godown must also be disclosed . Godown will be used for storage of seeds and other allied material.
- v.The location of godown preferred nearby main road/all season road suitable for transport of stock and should be near to our area office NSC Kota.
- vi.Sufficient lights in the godown and in the open premises.
- vii.Hired godown should be located on elevated ground area and should not be nearby river/ Nala/ stream or should not be located near explosive industry to avoid fire.
- viii.Hired godown owner should have license for warehouse, godown utility certificate, business license as godown manager and lay out drawing of godown site.
- ix.Thepremisesofhired godownshouldhaveeithercompoundwallorat least barbed wire fencing or chain link fencing to protect premises and for protection of godown and stored stock.
- x.The godown should have adequate fire safety measures and security measures as per legal requirement.

- xi. Bidders may be individuals /Firms/Institutions/co-operative societies/Proprietorship Firms. Partnership Firm registered under partnership Act -1932
- xii. Duly Seal-signed Board Resolution consent from the partner/as applicable or power of attorney and authority letter from the company /firm for submission of bids the entity letter Heads.
- xiii. Bidder should not be insolvent, in receivership, bankrupt or being wound up , not have its affairs administered by a court or a judicial officer , not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons, should be given on his letter head .
- xiv. Bidder should not have been black listed /terminated by any central/state government /govt organization or department or by any public sector undertaking /bank. Certificate should be enclosed.

## Section-II

### General terms and conditions for godownowner :-

**(1) ADVICE FOR TENDERERS:** - The renderers are advised in their own interest to carefully read the tender document and understand their purpose unless the tenderer specifically states to the contrary in respect of any particular clause, it shall be presumed that he accepts all the terms and conditions, as have been laid down in the tender document.

**(2) ELIGIBILITY CRITERIA:** - The criteria as fixed as per the required documents in Section.III.

**(3) QUOTATION OF PRICES:** - The rates should be quoted for the offered items on the per Sq.ft. basis inclusive all taxes. Fumigation, Spray, Dunnage and Security etc.

**(4) EARNEST MONEY:-** (a) The bidder who are participating to provide godown on rent to National Seeds Corporation Ltd shall submit an interest free EMD of Rs. 2,00,000/- (Two lakh only ) through online (payable at Jaipur ). That will be convert into security deposits for successful bidder. The EMD/security deposit will be refundable only after lifting of total quantity by NSC as per the terms and condition. EMD of unsuccessful bidders will be returned after receipt of request in written without interest after the finalization of tender.

(b) **MSMEs Registered party** - Micro Small and medium Enterprises (MSMEs) registered with NSIC for the quoted item under single point registration scheme in India are exempted from payment of cost of tender document and EMD as well as entitled to avail the benefit of Public Procurement Policy for Micro and Small Enterprises (MSMEs) 2012, according to the policy approved in the NSC subject to furnish documentary proof in support of their claim along with their request.

**(5) Signing of contract:-**(a) The successful bidders have to execute an agreement on Non-Judicial stamp paper of Rs. 500/- in the prescribed NSC performawithin 15 days from the issue of work Order.

(b) The successful tenderer within 15 days from the date of issue of the work order shall furnish Security Deposit @ of Rs.2,00,000.00 (Rupees Two Lakhs) for Hired Godown. The security money shall be furnished in the form of by NEFT/RTGS to RO NSC Jaipur account and should be valued upto eleven months + renewal for the total contract period. No Interest will be pay on EMD and security amount.

**(6) Forfeiture of EMD:-** Failure of the successful tenderer to comply with the requirement of 5(a),5(b) shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD, in which event new bids can call .

**(7)** Either side can terminate the agreement as per the following points .

- a) NATIONAL SEEDS CORPORATION LTD can terminate the agreement with One month notice to godown owner/tenderer.
- b) Godown owner/Tenderer can terminate the agreement with prior three months notice to NSC. NSC is a Government Organization and to shift the stored stock it will required time and hence prior three month notice period required/mention.

**(8)** All repairs and maintenance of hired godown will be done by godown owner on his own cost if observed any during contract period.

**(9)** The bidder should seal and sign on every page of bid, each and every document should be signed

/ digitally signed.

(10)The godown may be utilized for packing of processed bulk stock also as per permission of certification agency .all the time the godown/warehouse lock and key will be with Area Manager NSC Kota (National seed corporation ltd).

(11)All the safety measures like fire extinguisher, sand buckets, pest control and rodent control has to be present all time in godown and all the arrangement for the above will be done/borne by contractor. During the storage period if any damage occur to stock , the amount will be recovered from godown owner as per loss estimate by committee of NSC and godown owner .

(12)Before finalizing Hired godown, a committee from Regional Office NSC, Jaipur /Area Office Kota will visit and inspect the offer godown and on the basis of committee report , the competent authority can take further decision . Committee inspection taking into consideration the various parameter of godown( as mentioned in the above points), nearness, connectivity and other points which was mentioned above .

(13)The NSC decision in respect to committee report and competent authority would be final and Regional Manager NSC Jaipur reserves the right to accept or reject any or all the tender without assignee any reason what .

(14)Rates shall be quoted in Rs -----in per sqft./per month. Rates shall be inclusive of all taxes and other statutory liability .

(15)SufficientSecurity/watchandwardfor 24 hrs basis hastobeprovidedby the Godownowner .

(16) NSCL bear insurance charges of stock stored for fire, theft, burglary and natural disaster in the godown .

(17) Fumigation, spraying, Loading, unloading will be part of NSCL.

(18) The security guards should be engaged round the clock. It is required to produce license for warehouse, godown utility certificate, business license as godown manager & layout drawing and approved godown drawings from local authority.

(19) The Tenderer/Godown Owner shall prepare the Tax invoice in the name of Concern Area Office kotaNSC Area Manager/representative with stamp. Area manager will verify the bills and should certify that and will send to RO NSC jaipur.If the bills received without verification, the payment of such bills will be withheld till the submission of verified documents.TDS or applicable taxes as per Income tax Act 1961, from each bill will be deducted for hired godowns as per Income Tax Act 1961.All the indirect taxes like GST, Municipality/Nagar palikaetc will be borne by godown owner as per rule.

(20)The GST No. should be invariably indicated in the invoices.

**(21) Refund of Earnest Money:-**

(A) Unsuccessful Tenderers: In case of unsuccessful tenders who do not, withdraw their offers before the receipt of final decision, the earnest money shall be returned, without interest after the finalization of tenders or after expiry of validity period of the respective offer, whichever is earlier by means of RTGS and the Corporation will not be responsible for reimbursing to the tenderers the Bank's Commission for encasing the same.

(B) Successful Tenderers: (i) The successful tenders to fulfill the requirement of signing of agreements, submission of security money as per the format given in the tender document.

(22) **Liquidity Damage:** -In case of failure of any of the term & condition of the contract, loss of produce due to non maintenance of the godown/storage condition/theft/ burglary/fire/natural disaster then the corporation may impose the penalty to the godown provider of the value of the estimated loss on the basis of loss estimated by joint committee.

(23) **CC TV CAMERAS:** - Godown should have equipped with CC TV cameras facility both inside and outside of godown on cost of godown owner will be preferred .

(24) **Settlement of disputes:** In case of any dispute between the NSCL and the contracted party due to any terms or matter, both the parties will opt to resolve it through mutual understanding & discussion. In Case, dispute remains even after discussion, then it shall be binding upon the parties to resolve issue under the provision of arbitration & conciliation Act, 1956 as amended from time to time. Under the provision the Chairman –Cum-Managing Director, National Seeds Corporation Limited with the concurrence of both the parties shall appoint sole arbitrator to resolve the issue and both the parties will have to abide by the decision .The parties will bind to resolve the dispute through arbitration before going to court of law. The Arbitration shall be conducted at New Delhi & Shall in English Language. The Court of Delhi shall have jurisdiction. The arbitrator shall have powers to enlarge time for making & publishing the award with the consent of the parties. The parties will have no objection to the appointment of arbitrator on the ground that the arbitrator had dealt with the matter of any earlier stage. In case the contracted party is public sector undertaking, the above clause shall not be applicable & in that event the following clause shall apply. In the event of any dispute or difference relating to the interpretation and application of the provision of the contracts, such dispute or difference shall be referred by either party to the arbitration of one of the arbitrator in the Department of Public Enterprises to be nominated by the secretary to the Govt. of India. In charge of the Bureau of Public Enterprises. The arbitration & Reconciliation Act 1996 shall not be applicable to the arbitration under this clause. The award of the arbitrator shall be binding upon the parties to the dispute , provided however any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law Secretary , Department of legal & Affairs , Ministry of Law & justice , Govt of India , Upon such reference , the dispute shall be decided by the Law Secretary or the Special Secretary /Additional Secretary when so authorized by the Law Secretary whose decision shall bind the parties finally and conclusively .The parties to the dispute will share equally the cost of arbitration as intimated by Arbitrator .

(25) The Tenderer who is under litigation with NSC or arbitration case pending in this office or has issued/got issued a legal notice / blacklisted in the past is not liable to participate in the tender.

(26) **Corrupt Gifts & Payments of Commission:** Any bribe, commission, gift or advantages given promised or offered by or on behalf of the supplier, Tenderer, Supplier's agent or representative or agent of the Corporation/or any person on his behalf in relation to the execution of this or any other contract with the Corporation shall in addition to the criminal liability under the Law enforce, subject the supplier to cancellation of this and other contracts with the Corporation and also to payment to any less resulting from any such cancellation to the extent as is provided in case of cancellation under "DEFAULT AND RISK PURCHASE" and the Corporation shall be entitled to deduct the amount so payable from any money otherwise due to the supplier under this or any other contract or may recover the same by appropriate proceedings.

(27) **Transfer and subletting:** - Tenderer or party shall not sublet, transfer, or assign the contract to any person, firm or Company directly or indirectly or any part thereof without the previous written permission of the Corporation.

(28) Godown Should be situated near indraprastha industrial area Kota only.

(29) Godown should have electricity connection as per guidelines of concerned department. Electricity supply will be providing to godown. For this a separate sub meter should be installed.

The consumed electricity payment will be paid by NSCL as per consumption, the rate per unit should mention.

(30) **VALIDITY OF OFFER:** The tenderer shall keep their offers open for **acceptance for a period of 90 days from the date of opening of the tender.** In case the last date happens to a holiday, offers shall remain open for acceptance till the next working day.

(31) **AWARD CRITERIA:** - Subject to Clause No. 05, the corporation will award the contract to the successful tenderer whose bid has been determined to be substantially responsive and has been determined as the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

(32) **CORPORATION'S RIGHT OF AWARD:** -The Corporation reserve the right at the time of award of contract to restrict as per requirement without any change in price or other terms & conditions.

**OTHER TERMS AND CONDITIONS:** -

- A. The tender will be opened at **Regional Office, NSC, JAIPUR.**
- B. The tenderer shall be required to provide the storage at agreed rate only. The agreement can be terminated at any time due to non-performance of any of the terms and conditions of the agreement to the satisfaction of the Corporation.
- C. The NSC reserves the right to accept or reject either in full or part of the tender or all the tenders without assigning any reason.
- D. NSC may restrict order as per final requirement of Godown.
- E. The tenderer should have good legal ownership of the godown are free of any sort of encumbrance where the NSC Seed is to be kept.
- F. The tenderer shall be responsible for State Sales Tax/Central Sales Tax/GST and Income Tax liabilities, if any. NSC will not carry any tax liability related with the transaction.
- G. NSC will not be responsible for the losses incurred to the tenderer/Owner due to change in Govt. decisions, natural calamities, which are beyond the control of NSC.
- H. The tenderer will have to give name of the firm, name of the godowns, and their postal addresses, telephone Nos. E-mail, name of the responsible person in the tender form itself so as to make further communication.
- I. **Force majeure:** - (a) Notwithstanding the provisions of tender form, the Tenderer shall not be liable for forfeiture of its Security Deposit, liquidation damages or termination for default, it and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force majeure mentioned therein below.(b)For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Corporation /Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, rain touched, lacking luster, damage during transportation, quarantine restrictions and freight embargoes.
- J. **Indemnity:-** The tenderer shall at all times indemnify the Corporation against all claims which may be made in respect of the said items for infringement of any right protected by patent,



registration of design or trade mark provided always that in the event of any claim in respect of an alleged breach of a patent registered design or trade mark being made against the Corporation, the Corporation shall notify to the tenderer of the same and the tenderer shall be bound, but at his own expenses, to conduct negotiations for settlement or prosecute any litigation that may arise there from. In the event of the Corporation becoming liable to any amount on any aforesaid account, the tenderer shall make good the amount so payable and the expenses incurred on that behalf.

- K. **Final agreement will be signed by Regional Manager, Jaipur** on behalf of the Corporation. Other persons / employees are not authorized to change / alter the terms & conditions of the agreement. Letters issued by other employees on changing clauses of agreement, quantity, procurement policy / rate etc. will not be accepted by the management and it is mandatory requirement to execute the agreement by both the parties with the condition as per clause No. 5 of Section-II of the tender form.

**NATIONAL SEEDS CORPORATION LTD**  
(A Govt of India Undertaking-Miniratna Company)  
Regional Office –Jaipur  
**TECHNICAL BID (check list)**

**TENDER FORM FOR OFFER OF GODOWN ON HIRING FOR SEED STORAGE**

Sr No.	Particulars	Required Information
1	Name of tenderer Individuals/Firm/Institution/company/co-operative societies /proprietorship firm /(Compulsory)	
2	Complete postal Address of the tenderer (With e-mail & Telephone No.) (Compulsory)	
3	Name of Proprietor /Partner/Director In case of partnership – Registered under Partnership Act 1932 ,and enclosed partnership deed . (Compulsory) In case of Company – MOA & Incorporation Certificate , Registered under companies act 1956/2013 (Compulsory) In case Registration with any authority. (Compulsory)	
4	Duly seal –signed Board resolution, consent from the partner /as applicable or power of attorney and authority letter from the company /firm for submission of bids. Applicable can be enclosed.	
5	Name of responsible person with e-mail address and contact No. on letter head(Compulsory)	
6	Certificate of ownership of godown. (Compulsory)	
7	Certificate of not black listed on letter head as per point no. xiv of Section-I (Compulsory)	
8	Experience Certificate of three years.(if any) (Compulsory)	
9	GST Reg. No. (Enclose Copy ) (Compulsory)	
10	PAN number (enclosed copy ) (Compulsory)	
11	Godown Registration No (Compulsory)	
12	Godown license /Business license for renting of godown (Compulsory)	
13	Godown utility certificate (on letter head ) (Compulsory)	
14	Approved godown Map/building from local authority . (Compulsory)	
15	Last Two years IT returns (Compulsory)	
16	UTR number for Tender cost(Compulsory)	
17	UTR number for EMD amount (Compulsory)	
18	Bank account Details (Compulsory)	
19	MSME registered with NSIC Certificate with proper validity for item of rate offered. (Compulsory)	
20	Undertaking on his letter head that he has not made any changes in terms & condition. (Compulsory)	
21	Previous details for storage of seed stock – if available party wise bill can be enclosed.	
22	Certificate as per point no (xiii) of Section-I	

Note:- In absence of compulsory document tender will be rejected .

Date:

Place:

Name & Signature of the tenderer  
with official stamp

**SECTION-III**

**Affidavit Certificate**

**Certificate-1**

I \_\_\_\_\_ (Name, Designation and Address) hereby declare that the price charged for quoted item/items under this contract, our firm has under no circumstance exceeded lowest price of identical goods/service given to government and semi government organizations.

**Certificate-2**

I /We\_\_ (Name, Designation and Address) hereby declaring that my firm/Company has not been black-listed by any of the Govt. Department/ Organization /PSUs /Institution etc , where I /We had provided the Storage during the last\_\_\_\_years and no arbitration case pending in NSC.

**Certificate-3**

I/We have read and understood e-tender Terms & Conditions and I agree to abide by them. I hereby certified that all the information mentioned above & provided by me are true and in case of any information is found to be incorrect, my bid may be treated as rejected by NSC Management. Above information is true to our knowledge and belief.

Name \_\_\_\_\_

Designation  
\_\_\_\_\_

Name of the Firm/Company  
\_\_\_\_\_

Full address  
\_\_\_\_\_  
\_\_\_\_\_

Rubber stamp \_\_\_\_\_

Place: \_\_\_\_\_

Dated: \_\_\_\_\_

**SECTION – IV**

**NATIONAL SEEDS CORPORATION LTD.**

**AGREEMENT(FOR HIRING OF GODOWN)**

AGREEMENT made on \_\_\_\_\_ between the National Seeds Corporation Ltd., (A Govt. of India Undertaking) incorporated under Companies Act 1956 and having Regd office at New Delhi (who and whose successors and assigns are hereinafter called "NSC") of the One part and ..... (herein after called "GODOWN OWNER" which expression shall unless executed by or repugnant to the context be deemed to include its successor and assigns) of the other part.

Whereas, NSC has invited Tender vide letter No. 05(35)Engg./NSC/JPR/Storage/common/2022-23/, dated 23.05.2022 for storing of NSC seeds at L-1 rates, offered by "Godown Owner" have been agreed upon by NSC Ltd.

**NOW THIS AGGREMENT WITNESSES:**

That, the following terms and conditions as incorporated in the tender notice No. 05(35)Engg./NSC/JPR/Storage/common/2022-23/ on dated \_\_\_\_\_ is binding on the parties and their relationship shall be governed by the same.

1. The storage charges will be paid every month:@Rs. \_\_\_\_\_/sq.ft.
2. NSC will bear insurance charges of stock stored for theft, fire or burglary in the Godown. All the payments payable or claimable under this Agreement shall be paid by NSC, New Delhi or through NSC, RO/Jaipur.
3. Notwithstanding the place where this agreement is executed, it is mutually understood and agreed upon between the parties hereto that this contract shall be deemed to have been entered into by the parties concerned at New Delhi and Court of Law in New Delhi alone have the jurisdiction to adjudicate thereon.
4. That the Agreement will be in force for 11 months from .....
5. Party has remitted Rs. ....- towards the security deposit on .....through CR No. ....Dated .....
6. All the Terms & condition of tender will be applicable for this agreement.

IN WITNESS WHERE OF, the parties have set their hands on dated .....

Signature of Godown owner  
For and on behalf of NSC Ltd.,  
Witnesses:

Signature of Regional Manager,  
Witnesses:

1. Signature  
Name:  
Address:

1. Signature  
Name:  
Address:

2. Signature  
Name:  
Address:

2. Signature  
Name:  
Address:

**NATIONAL SEEDS CORPORATION LIMITED  
(A GOVERNMENT OF INDIA UNDERTAKING)  
REGIONAL OFFICE PATNA**

**Section-V**

**FINANCIAL BID**

**To:**  
**Regional Manager,**  
**National Seeds Corporation Ltd.,**  
**Jaipur -----**

**From:**  
**M/s. -----**  
**-----**

**Sub:- Tender notice for hiring of godown at indraprastha industrial area kota.**

Sir,

With reference to your advertisement, we hereby quote our most competitive offer for storage of approximate ..... Qtls. Rabi/Kharif crop at NSC, kota respectively as per the Terms & Conditions provided by you. The particulars of offer are given below:

S. No.	Unit	Crop Name	Required space Approx.		Area of Godown offered		Rate offered in Rs./per month/ Per Sq.ft.(Rs. in figure and words)
			Qtls.	Sq.ft.	Area (in Sq. ft.)	Capacity in qtls.(Approx)	(Inclusive of all taxes & security Of Godown)
1.	Kota	Wheat,	50000	37600			
		Gram,					
		Mustard,					
		Lentil,					
		Urad, Soyabean etc.					

Note: The Rates are quoted for godown rent.

**Yours Faithfully**

**Date**  
**Name:-**  
**Stamp**  
**Place**

**Authorized/ Proprietor Signature**

## Instructions to bidders

1. Bidders/Vendors/Suppliers/Contractors must get themselves registered on the portal for participating in the e-tenders published on <https://indiaseeds.enivida.com> by paying the charges of Rs. 2360/- (Inclusive taxes) per year.
2. Bidders must provide the details of PAN number, registration details etc as applicable and submit the related documents. The user id will be activated only after submission of complete details. The activation process will take minimum 24 working hour's [enividahelpdesk@gmail.com](mailto:enividahelpdesk@gmail.com)
3. Bidders must have a valid email id and mobile number.
4. Bidders are required to obtain Class 3 Digital Certificates (Signing & Encryption) as per their company details.
5. Once bidder DSC is mapped with the user id, the same DSC must not be used for another user id on the same portal. However bidder can update the digital certificate to another user id after unmapping it from the exiting user id.
6. Bidders now can login with the activated user Id & DSC for online tender submission process in this portal.
7. Bidders can upload required documents for the tender well in advance under My Documents and these documents can be attached to the tender during tender participation as per the tender requirements. This will save the bid submission duration/time period and reduce upload time of bid documents.
8. Bidders must go through the downloaded tender documents and prepare and upload bid documents as per the requirements of the department.
9. Once the bidders have selected the tenders they are interested in, Bidders will pay the processing fee Rs 550/- per tender (NOT REFUNDABLE) by net-banking / Debit / Credit card then Bidder may download the Bid documents etc. Once Bidders will pay both fee tenders status will be shown "form received". This would enable the e- tender Portal to intimate the bidders through e-mail in case there is any corrigendum issued to the tenderdocument.
10. Bidders are advised to read complete BoQ/SoQ/Price Bid/Financial Bid and Terms & Conditions before quoting rates in the bid document.

11. Any modification/replacement in BoQ/SoQ/Price Bid/Financial bid template is not allowed. Bidders must quote only in predefined fields in the bid sheet and save the bidsheet. After saving, the same bid sheet must be uploaded in the portal.
12. Bidders must pay required payments (Tenderfee, EMD, Tender Processing Fee etc) as mentioned in the tender document, before submitting the bid.
13. Bidders are recommended to use PDF files for uploading the documents. Only price bid sheet will be in Excel format.
14. The bidders must ensure to get themselves registered on the portal at least 1 week before the tender submission date and get trained on the online tender submission process. For tender submission and registration process bidders are advised to refer respective manuals on website. Tender inviting Authority/Department will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues like internet connectivity/PC speed/etc...
15. Offline Submission of bids/documents/rates by the bidders will not be accepted by the department, under any circumstance.
16. After final submission of the bid, a confirmation message and bid submission acknowledgement will be generated by the portal. The bid submission acknowledgement contains details of all documents submitted along with bid summary, token number, date & time of submission of the bid and other relevant details. Bidder can keep print of the bid submission acknowledgement.
17. If bidder is resubmitting the bid, bidder must confirm existence of all the required documents, financial bid and again submit the bid. Once submitted, the bid will be updated.
18. Submission of the bid means that the bid is saved online; but system does not confirm correctness of the bid. Correctness of the bid will be decided by tender inviting authority only.
19. The time displayed in the server is IST(GMT 5:30) and same will be considered for all the tendering activities. Bidders must consider the server time for submission of bids.

20. Bid documents being entered by the Bidders/Vendors/Contractors will be encrypted at the client end and the software uses PKI encryption techniques to ensure security/secretcy of the data. The submitted bid documents/data become readable only after tender opening by the authorized individual.

### **Thank You**

**Technical Support -** Phone: 9355030621, 8448288988, 9355030617

Tel: 011-49606060

Email ID - [enividahelpdesk@gmail.com](mailto:enividahelpdesk@gmail.com), [enivida2021@gmail.com](mailto:enivida2021@gmail.com)