

NATIONAL SEEDS CORPORATION LIMITED

(A GOVERNMENT OF INDIA UNDERTAKING-MINIRATNA COMPANY)

REGIONAL OFFICE: BANGALORE

(CINNO: U74899DL1963GOI003913)



(COMPETITIVE BIDDING-TWO BID SYSTEM) – OFFLINE/ONLINE SALE OF SUB-STANDARD SEEDS OF SOYABEAN/ DSB 21/CS AS NON-SEED “AS IS WHERE IS BASIS”

DATE/ TIME OF DOCUMENT DOWNLOAD START TIME	:	09.03.2023 / 13.00 Hrs
DATE / TIME OF CLOSING OF BID RECEIPT	:	23.03.2023/ 13.30 Hrs
OPENING OF TECHNICAL BID	:	23.03.2023/ 14.00 Hrs.
OPENING OF FINANCIAL BID	:	IMMEDIATELY - AFTER EVALUATION OF TECHNICAL BID.
COST OF TENDER FORM (Non Refundable)	:	Rs.118/- (Inclusive of 18 % GST)

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National Seeds Corporation Limited

(A Government of India Undertaking)
REGIONAL OFFICE BANGALORE
UAS CAMPUS HEBBAL
BANGALORE 560024

Notice inviting tender- Offline/Online

No.3(5)/QC/NSC-BNG/2022-23

Dated: 09.03.2023

National Seeds Corporation Limited, Regional office, Bangalore invites Offline/Online sealed tender from reputed traders/firms/organizations/parties for sale of substandard seeds at Area Office, Haveri on "AS IS WHERE IS BASIS".

Particulars	Details
Name of the Tender	SALE OF SUB-STANDARD SEEDS OF SOYABEAN/ DSB 21/CS AS NON-SEED
Quantity for sale	25.80 qtls
Location of seed available	Area Office, NSC, Haveri
Date of issue of NIT	09.03.2023
Tender Document Download Start Date/time from website	09.03.2023 (13.00 Hrs.) https://indiaseeds.eproc.in
Tender Document Download End Date/time	23.03.2023 (Till 13.30 Hrs.)
Date and time for submission of Offline/Online bid	From 09.03.2023 13.00 Hrs to 23.03.2023 Till 13.30 Hrs
Date and time of opening of Technical Bid and Price Bid via Offline/Online mode at NSC,RO Bangalore	23.03.2023 at 14.00 Hrs.
Tender Fee (To be deposited online)	Rs 118/- (Rupees One Hundred nineteen only) Inclusive of 18 % GST.
EMD (To be deposited online or as DD)*	Rs.3500.00 (Rupees Three thousand five hundred only)
Address for Communication	National Seed Corporation Limited, Regional office UAS Campus - Hebbal Bangalore 560024

1. Tender without EMD and cost of tender document will be rejected.
2. NSC reserves right to make any alteration /modification in the tender documents or cancel the tender at any stage without assigning any reason.
3. The tender is strictly invited "AS IS WHERE IS BASIS".
4. Party may contact or visit Concern area office before applying tender. Objection if any will not be entertained. Contact: - Area Manager, NSC, Haveri: 9902300468

Regional Manager

PART – A

NATIONAL SEEDS CORPORATION LIMITED - BANGALORE

INSTRUCTIONS TO THE BIDDER'S

INSTRUCTIONS TO TENDERER – OFFLINE/ONLINE MODE

1. The Tender Documents with tender form along with complete details can be purchased from this office or can be downloaded from our websites www.indiaseeds.com or <https://indiaseeds.enivida.com/>. The Tenders duly sealed along with Demand Draft in favour of National Seeds Corporation Ltd. payable at Bangalore/ Haveri (for EMD & cost of tender) should be submitted up to 13.30 Hrs on 23.03.2023 at **Regional Office, National seeds Corporation Limited, UAS Campus, Hebbal, Bangalore 560024** or at Area Office, NSC Haveri respectively or for online e-tender as per the provision made at e-portal.
2. The cost of tender & EMD can also be transfer to NSC SBI Account No. 32919591232 **IFSC Code SBIN0001316 Branch, Hebbal, Bangalore** or to NSC SBI A/c no. 10531302210, SBI, Branch: Haveri, Account type: Current account, IFSC Code: SBIN0001825. The Tenders so received shall be opened by the Committee on the same day i.e. on 23.03.2023 at 14.00 Hrs. in the presence of Tenderers / their representatives at Regional Office, Bangalore.
3. The Cash Receipt for remitting the applicable Tender Fees and EMD should be enclose / upload in case of Demand Draft, Account Transfer. **Cheque is not acceptable for the Tender Fees and EMD.**
4. The Tender should be submitted only after agreeing with all the terms and conditions. For acceptance of terms and conditions, he is required to sign on **affidavit Certificate**. They should submit the Tender in **Two Bid System**.

Two independent sealed envelopes should be prepared as detailed below:

A) ENVELOP NO. 1 (SEALED): -

This envelope should be marked as “ENVELOP NO.1 COMMERCIAL AND TECHNICAL BID for substandard seeds and should contain following papers with covering letter on letter head (Tenderer should invariably mention their name, address, etc. on left hand side of envelop for clear identification).

- PART “A” (Commercial and Technical Bid)
- E.M.D. & Tender Fee details.
- Declaration Form, Xerox copies of PAN Card, Aadhar Card, Sales Tax Registration. GST Registration and other required documents etc.

B) ENVELOPE NO.2 (Sealed)

This envelope should be marked as ENVELOPE NO.2 FINANCIAL BID should contain PART 'B' (tenderer should invariably mention their name, address etc. on left hand side of envelope for clear identification).

Both the envelopes should be enclosed in one bag sealed envelope super scribing 'TENDER FOR SALE OF SUB- STANDARD SEEDS. The sealed tender should be delivered in the office of the Regional Manager, at Regional Office, NSC, Bangalore or at Area Office, NSC, Haveri.

Tenderer must affix put address seal on each envelope.

1. In case successful tenderer fails to complete the work order, Penalty may be imposed and EMD will be forfeited as per tender norms.
2. GST/Taxes/Transportation Charges if any shall be borne by the Tenderer.
3. Conditional /Telegraphic / Fax Tenders will not be accepted.
4. Any difference or dispute arising out of or in connection with the tender shall be decided by the Arbitrator. The Chairman-cum-Managing Director, NSC shall be sole Arbitrator and the Arbitrator's decision shall be final and binding to the parties.
5. The Corporation is not bound to accept the lowest bid. Any or all the bids may be rejected without assigning any reason thereof. The Corporation also reserves the right to accept in whole or part of the offers made. The decision of the Corporation in this matter shall be final and binding to all.
6. Tender Form and Declaration/affidavit Form are attached. Work may decrease / increase as per the requirement of corporation.
7. Tender should essentially be accompanied by Earnest Money by way of Online Payment/Demand Draft drawn. **CHEQUES WILL NOT BE ACCEPTED.**
8. Financial Bid should contain only the offered rate in the provided format and all other details/documents should only be mentioned/attached with Technical bid.
9. Opening of Applications will be done through by Committee at Regional Office,Bangalore and at Area Office, NSC, Haveri on the same time. The bidder may present in opening of the tender, however, no invitation shall be given.
10. NSCL shall open documents of the Application received in sealed envelope only. NSCL will subsequently examine and evaluate the Applications in accordance with the provisions set out in the NIT.
11. The price bid of the eligible applicants only will be opened and the date of opening of price bid will be notified later on.

DISCLAIMER

The Applicant must read all the instructions in the tender Document and submit the same accordingly.

PART – B

NATIONAL SEEDS CORPORATION LIMITED - BANGALORE

Section –Part-B

INSTRUCTIONS TO THE TENDERES / BIDDER

ADVICE FOR BIDDERS:

The Bidders are advised in their own interest to carefully read the tender documents and understand their purport unless the Bidder specifically states to the contrary in respect of any particular clause, it shall be presumed that they accept all the terms and conditions as have been laid down in tender document.

Tender Fee (Non-Refundable):

Tender fee **Rs 118/-** (Rupees One Hundred and Nineteen only) must be deposited in online mode or DD only (As per instruction in Section-I).

Earnest Money Deposit (Refundable):

EMD amount Rs. 3500/- (Rupees threethousand five hundred only) must be deposited before due in online mode/DD(As per instruction in Notice Page No. 2). Exemption of EMD for Indian Manufactures which are registered with NSIC under Single point registration scheme, Indian manufactures / suppliers who are Micro and Small Enterprises (MSE) small scale units and registered **with National Small Industries Corporation (NSIC)** under single point registration scheme are exempted from payment of EMD provided to furnish photocopy of valid registration with NSIC under the single point registration scheme for the quoted stores in support if claim along with their requested letter. This facility will, however, not be provided to those small-scale units who are registered under the old registration scheme which was extended up to 30th June 1981 only.(Registration certificate to be attached.)

Eligibility Criteria:

Any traders having valid Grain/ Oil Seeds Merchants License/ GST Number.

Submission of Offer:

Offer must be submitted in prescribed tender input form in **OFFLINE Mode only**. Only

that party should tender who accepts all the terms & conditions because conditional tender may be treated as void.

BID OPENING AND EVALUATION:

Bids will be open by Tender Committee at Regional office, Bangalore and at Area Office, NSC, Haveri at the same time. (As per instruction in Notice Invite Tender Page No. 3).

AWARD OF CONTRACT:

The technical bid will open first and based on the Tender committee will scrutinize the bid submitted and evolve the successful bidder for financial bid. Tender committee will award the Contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined as the best evaluated bid provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily, for which the Firm may be asked for making a presentation, along with other parameters.

Notification of award: Prior to the expiration of the period of bid validity Selection Committee will place a firm order or notify the successful Bidder in writing.

Cancellation of Work order:

NSC reserves the right to cancel the contract at any stage (by giving the notice in writing) due to non-satisfactory services of the selected firm.

TERMS AND CONDITIONS

1. The non-seed offered for sale through tender is strictly on “**AS IT IS, WHERE IT IS BASIS**”. Quantities mentioned in the tender notice are approximate. The Corporation have the right to increase or decrease of the quantity mentioned in Annexure-II of the tender document.
2. The Tender Document with tender forms along with complete details can be purchased from this office on payment of Rs.118/-(inclusive of 18% GST), non-refundable or can be downloaded from our websites www.indiaseeds.com
3. The tenderers must check thoroughly the quality of the stocks before submission of the tender. Request for variation of rates will not be entertained under any circumstances after opening the tender. The seed stocks can be inspected between 09.03.2023 (1:30 P.M) to 23.03.2023 (1:30 P.M) on all working days at the places where the stocks proposed for sale are available.
4. Earnest Money Deposit (Refundable):
 - a. The EMD amount is detailed below
EMD amount : Rs.3500/- (for the stock at Area Office, Haveri)
 - b. The EMD amount should be submitted in the form of demand draft drawn on SBI or any Nationalized Bank in the favour of ‘National Seeds Corporation Limited’, payable at Bangalore/ Haveri or in the form of RTGS/NEFT/ Direct deposit/Transfer.
 - c. Tender without EMD will be rejected.
 - d. The EMD of unsuccessful tenders will be returned through RTGS within 45 days from the date of opening of the tender.
 - e. The EMD of the H1 parties will be retained till the completion of the deal.
 - f. The EMD of the successful tenderer will be returned without any interest after satisfactory lifting of the stocks. In case the successful tenderers fail to lift the stocks before the time as stipulated, the corporation reserves the right to forfeit the EMD.
5. Tenderer should submit the Tender in two envelopes *i.e.*
 - (1) in first envelope Technical Bid accompanying with Demand Draft (EMD & cost of tender), Declaration Form, Xerox copies of PAN Card, Trade License, Sales Tax Registration. GST Registration *etc.*
 - (2) In second envelope *i.e.* Financial Bid only Rate in specific Tender Form is submitted. These two separate envelopes should be put in one envelope and be put in Tender Box.
6. The Tenders duly sealed along with Demand Draft in favour of National Seeds Corporation Ltd. payable at Bangalore/ Haveri should be submitted to Regional Office, NSC, Bangalore / at Area Office, Haveri respectively till 1.30 PM of 23.03.2023.
7. Technical bids will be opened on the same date and place at 2.00 PM. in the presence of those tenderers who may wish to be present. Financial Bids will be opened for those whose Technical Bid will be in order as per NIT. Tenders received after the due date and time may be rejected.
8. The price to be quoted in **Rupees per Quintal** (Rs./Qtl) in the tender will be inclusive of packing material (inclusive of bag weight). All kind of taxes and any other charges *i.e.* Mandi / Market fees, sales tax *etc.* if any leviable by any authority will be borne by the buyer in addition to the price offered. The arrangements for lifting the seeds will be made by the tenderer at his own cost. The cost of removing tags, labels, seals & defacing of bags will be borne by the Tenderer. The stocks shall be supplied only after removing tags, labels, seals *etc.* in open condition.
9. The NSC will have no responsibility for arranging transport, exports permit, wagons *etc.* The arrangement for gunny bags will also have to be made by the buyers. The Area Manager/ Regional Manager will not incur any expenditure on gunny bags / packing material.
10. The decision about acceptance/rejection of highest bid will be announced within seven days from the date of tender.
11. The Successful Bidder will have to deposit 20% of the Order value within 3 consecutive bank working days of the receipt of the delivery order by RTGS/ Direct transfer in NSC’s Account, 80% of contract value within next 7 bank working days from delivery order generation. The payments to be made into the account of NSCL. If the amount referred above, are not

deposited in the time as specified, the balance unpaid amount will attract interest @ of 18% per annum of the delayed period which shall not exceed 15 days over and above admissible period referred above. If 80% of the trade value of substandard seed is not paid within even the extended period of 15 days, NSCL reserves the rights to forfeit the entire amount deposited by the successful bidder and resale the substandard seed at the risk and cost of bidders who has not deposited the amount.

12. Staggered lifting permitted; however, no delivery will be made before receiving full payment (excluding EMD) of allotted quantity. The lifting of the substandard seed must be completed within 15 working days from the award of tender. The substandard seed sold can be kept in the godown at the risk of the purchaser for a period of 15 days from the stipulated lifting period (15 days from the award of tender) on payment of godown rent @ of Rs.0.50 per qtl., per day which will be charged extra. Labor charges, if any on this account shall be borne by the purchaser.
13. At the time of actual delivery of stock to successful buyer, there may be a variation in bargained quantity on account of storage gain/loss. The quantity of stock accrued on account of storage gain (upto 5% of the bargained quantity) shall be lifted by the buyer by depositing differential cost along with applicable differential taxes within 02 working days from the next working day of communication of storage gain by NSCL. In case of shortages, NSCL is not bound to replenish the deficient quantity, in such event NSCL will refund the balance amount to the buyer without interest
14. If due to certain unavoidable circumstances, it is not possible for Regional Office to deliver the non-seed within the stipulated period, the Regional Manager, NSC, Bangalore can enhance the delivery period as may be necessary.
15. If the non-seed is not lifted within the said period, the RM reserves the right to forfeit the whole deposit amount along with EMD without prior intimation and re-sell the same at buyer risk and cost and the entire loss due to variation in selling price will be recovered from the purchaser along with other incidental charges if any.
16. The non-seed will be delivered during the working hours on all working days on submission of release order issued to the buyers after he had deposited the cost of nonseed through RTGS/ Direct transfer.
17. In case the buyer intends to take delivery of non-seed through his representative, he should submit a letter of authority duly authorizing his representative to lift the nonseed on his behalf after deposition of required amount.
18. GST if any shall be borne by the Tenderer.
19. The purchaser will have to submit a notarized affidavit on Rs. 200/- Non-Judicial stamp paper stating that purchaser will not use the material/ non seed for human/birds/animal/cattle's/poulties consumption before taking delivery of produce/non seed failing which no delivery of sold produce/ non seed will be given to the purchaser.
20. If any information provided by the tenderer in both Technical bids and Commercial bids is found to be false or misleading, such tenders will be summarily rejected at any time during the validity of the tender and liable for criminal and civil action against such firm or company.
21. Circumstances under which EMD / entire deposited amount of the bidder is liable to be forfeited.

The Corporation may forfeit the EMD/Entire deposit amount of the bidder under following circumstances subject to condition that due notices are serve to them.

- a. If the H1 bidder fails to deposit 20% of the total value of the non-seed within 3 consecutive bank working days from the date of award in tender as per the terms and condition.
- b. If the entire 100% of amount of the total value of the non-seed is not paid by the bidder within as per the terms and conditions.

- c. If any bidder is found indulged in anti-corporation activity or any notice of the appropriate authority of the State/ Centre has been received showing the violation by the bidder in respect of statutory obligations.
22. **FORCE MAJEURE SITUATION:** The liability of the corporation, in case of wide spread natural calamity prevailing in a particular region where the go down is situated, because of unforeseen circumstances beyond the control of the Corporation (if circumstances is unforeseen, then, no question of notice) will be zero and the bidder will not have any right to claim any compensation from NSC. Similarly, if due to any curfew, strike, violence, epidemics and other unforeseen civil disturbance the market is not in operation, the trader will not be penalized by LD, go down rent of penal interest. However, the trader /RO both shall keep informed to each other about the situation through the registered letters with proper evidence. Without evidence for force majeure situation, both the parties are free to take action as per terms and condition regarding LD, interest, delivery etc.
23. **Settlement of disputes (Arbitration):** In case of any dispute arises between NSC and other party due to any term or matter, both the parties will opt to resolve it through mutual understanding and discussion. In case, disputes remains even after discussions, then it shall be binding upon parties to resolve issue under the provisions of Arbitration and conciliation Act, 1996 as amended from time to time. Under this 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 this dispute through arbitration before going to court of law. The Arbitration shall be conducted at New Delhi and shall be in English Language. The court of Delhi shall have the jurisdiction.
24. The Tender should be submitted only after agreeing with all the terms and conditions. For acceptance of terms and conditions, tenderer should sign in all the pages of tender document as and token of acceptance of terms and conditions and be submitted along with rate offered letter (Annexure II).
25. The Regional Manager Reserves right to accept or reject any or all the tenders without assigning any reason, what so ever.
26. In case of any bribe, commission, advantages offered or promised by or on behalf of the Buyers to any officer/ employee/ servant of the NSCL then such Buyers shall be debarred from the tender enquiry in addition to initiating criminal action and blacklisting. Canvassing in any form on the part of the Buyer or on his behalf at any stage of tender process or while taking delivery will be treated as violation of terms and conditions of tender. If such instances are noticed the Buyer will be blacklisted for a minimum period of 3 years. Any violations are noticed in the part of tenderer to obey the terms and conditions of the tender, NSC reserves the right to blacklist the party for a minimum period of 3 years.

TECHNICAL BID

(For the purchase of substandard seeds as non-seed)

1.	Name & Address of the Tenderer	:	_____
2.	Mobile No. & email I. D	:	_____
3.	Name of the Proprietor	:	_____
4.	Firm/Organization Registration No.	:	_____
5.	Service Tax GST/TIN Registration. No.	:	_____
6.	Income Tax PAN No.	:	_____
7.	Bank Details (Name, Account number, IFSC code, bank name, branch name)	:	_____
8.	Number, date and amount paid as : Cash receipt/ Demand draft drawn in favour of NSCL payable at Bangalore/ Haveri towards purchase of tender document and EMD	:	_____

1.	Photo copies for S. No 4, 5, 6, 7, and 8 are enclosed.
2.	I/we understand that the substandard seeds are treated with poison and therefore I/ we will not use it for human consumption or cattle feed.
3.	I/we have read and understood the terms and condition and I agree to abide by them.
4.	We shall abide by the terms and conditions governing the contract enclosed with the tender notice.

Name & signature of the party
with rubber stamp and full address

COMMERCIAL /FINANCIAL BID FOR OFFLINE

(For the purchase of substandard seeds as non-seed)

FROM

M/S _____

TO

The Regional Manager
National Seeds Corporation Ltd,
Regional Office,
UAS Campus, Hebbal

Or

The Area Manager,
NSC, Haveri

Sir,

Ref: Your NIT Dt----- for sale of substandard seeds as non-seed.

With reference to your Tender Notice Dt, I/We hereby give our most competitive rate for purchase of substandard seeds as non-seed in accordance with your terms and conditions. I / We hereby quote our highest rates as per details given below:-

S/No	Area Office	Crop	Variety/ Class	Location	Quantity available at the location in quintals	Rate offered (Rs/Qtl)
1	Haveri	Soyabean	DSB 21/ CS	NSC Godown, Haveri	25.80	
Total Quantity (Qtls)					25.80	

I/We shall abide by the terms and conditions governing the contract enclosed with the tendernotice. Earnest money deposit (EMD) in the form of Demand Draft No. _____ dated _____ For Rs. _____ drawn on _____ in favour of National Seeds Corporation Ltd, Bangalore/ Haveri is enclosed herewith.

Yours faithfully,

Signature of Party

Name & Address / Seal

Enclosure:

DECLARATION

(To be submitted along with the Bid)

I / We do hereby declare that substandard seeds as mentioned in the Tender Form will not be used for human, cattle, poultry or any other livestock consumption. It is also declared that the above substandard seeds for which rates offered will not be utilized for seed purpose.

Signature _____

Name in Full _____

Address: _____

NATIONAL SEEDS CORPORATION LIMITED - BANGALORE

INSTRUCTIONS TO THE BIDDER'S

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
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 un-mapping 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 tender document.
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 Bid-Sheet. After saving, the same bid sheet must be uploaded in the portal.
12. Bidders must pay required payments (Tender fee, 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 ONE 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.

Technical Support	
Phone	8448288980, 8448288989, 8448288987, 8448288986, 8448288994
Email ID	eprochelpdesk.03@gmail.com , eprochelpdesk.01@gmail.com eprochelpdesk.06@gmail.com , eprochelpdesk.44@gmail.com

ADDITIONAL INSTRUCTIONS FOR VENDORS

The bidders are required to submit soft copies of their bid electronically on the E-Nivida Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the E-Nivida Portal, prepare their bids in accordance with the requirements and submit their bids online on the E-Nivida Portal. For more information, bidders may visit the Portal (<https://indiaseeds.enivida.com>)

1. REGISTRATION PROCESS ON ONLINE PORTAL

- (a) Bidders to enrol on the E-Nivida portal <https://indiaseeds.enivida.com> by clicking on the link "Bidder Enrolment".
- (b) The bidders 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. This would be used for any communication from the E-Nivida Portal.

- (c) Bidders to register upon enrolment, with their valid Digital Signature Certificate (Class III Certificates with signing and Encryption key) issued by any Certifying Authority recognized by CCA India with their profile.
- (d) 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 DSCs to others which may lead to misuse.
- (e) 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.
- (f) After registration send mail to Helpdesk: enividahelpdesk@gmail.com for account activation.
- (g) As per portal norms Registration Fee will be applicable.

2. TENDER DOCUMENTS SEARCH

- (a) Various built-in options are available in the e-Wizard Portal like Department name, Tender category, estimated value, Date, other keywords, etc. to search for a tender published on the Online Portal.
- (b) 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 'Interested tenders' folder.
- (c) The bidder should make a note of the unique Tender No assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

3. BID PREPARATION

- (a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- (b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- (c) 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 needs to be submitted. Any deviations from these may lead to rejection of the bid.
- (d) 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/XLSX/PNG, etc. formats.

4. BID SUBMISSION

- (a) Bidder to log into the site well in advance for bid submission so that he/she uploads the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- (b) The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- (c) Bidders to note that they should necessarily submit their financial bids in the prescribed format given by department and no other format is acceptable.

- (d) 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, the opening of bids, etc. The bidders should follow this time during bid submission.
- (e) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
- (f) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- (g) Upon the successful and timely submission of bids, 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.
- (h) The off-line tender shall not be accepted and no request in this regard will be entertained whatsoever.
- (i) As per portal norms Tender Processing Fee will be applicable.

5. AMENDMENT OF BID DOCUMENT

At any time prior to the deadline for submission of proposals, the department reserve the right to add/modify/delete any portion of this document by the issuance of a Corrigendum, which would be published on the website and will also be made available to the all the Bidder who has been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

6. ASSISTANCE TO BIDDERS

- (a) 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.
- (b) Any queries relating to the process of online bid submission or queries relating to e-Nivida Portal, in general, may be directed to the 24x7 e-Wizard Helpdesk. The contact number for the helpdesk is 8448288994/86/87/89/88/81/90/92/82 011-49606060, 07903269552, 9355030608, 9055030613, 7903810198, 9355030606, 9315620706, 9355030623, 9355030628, 8800526452, 9205898228, 9122643040, 9355030604 and Email is eprochelpdesk.01@gmail.com, eprochelpdesk.44@gmail.com, eprochelpdesk.06@gmail.com
- (c) The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of the bid(s).
- (d) The bid should be submitted through E-Nivida portal <https://indiaseeds.enivida.com> only.
- (e) All payments should be done through E-Nivida Payment gateway.
