

THE FOOD CORPORATION OF INDIA
DISTRICT OFFICE: ALLAHABAD

E-TENDER No. Admin B/Furniture/DO Alld/2016-17

For and on behalf of the Food Corporation of India (hereinafter called the Corporation) the Area Manager, Allahabad, Food Corporation of India, District Office, Allahabad invites Online bids are invited under two bid system-Technical Bid & Price Bid for **SUPPLY OF OFFICE CHAIRS IN FOOD CORPORATION OF INDIA, DISTRICT OFFICE, ALLAHABAD**. Tender documents may be downloaded from Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app>. Aspiring Bidders/ Suppliers who have not registered in e-procurement should enrol / register before participating through the website <https://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided in the MTF. Quotations for the subject work will be received ONLINE on or before the scheduled date and time against Enquiry published on CPPP website.

DETAILS OF ON LINE DOWNLOADING/ SUBMISSION/OPENING OF TENDERS

Tender document Download Start date& time	Tender document Download End date& time	Online Bid submission Start date& time	Online Bid submission End date& time	Online Technical Bid opening date& time
18/02/2017 at 10:00 Hrs	06/03/2017 at 11:00 Hrs	18/02/2017 at 10:00 Hrs	06/03/2017 at 11:00 Hrs	07/03/2017 at 11:00 Hrs

1. COST OF EACH TENDER FORM WILL BE Rs.500/- + Rs.25/- (VAT)=Rs.525/- (Non-refundable)
2. No negotiation will be held with any of the bidders/ tenderer who participate in this tender. Hence, tenderers / Bidders are requested to indicate their lowest rates at the very first instance.
3. Tender documents may be downloaded from Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app>. Aspiring Bidders/ Suppliers who have not registered in e-procurement should enrol /register before participating through the website <https://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at Annexure-A regarding 'Instructions for online Bid Submission'.
4. Tenderers can access tender documents on the website, fill them with all relevant information and submit the completed tender document into electronic tender on the website <https://eprocure.gov.in/eprocure/app.Tenders> and supporting documents should be uploaded through e-procurement portal. Hard copy of the tender document will not be accepted.

5. Corrigendum to the Tender Notice, if any shall be issued/ available online only. Prospective Bidders are requested to view website regularly.

INSTRUCTION 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 on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<https://eprocure.gov.in/eprocure/app>.) by clicking on the link "Click here to Enroll" on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify /TCS/n Code/e Mudhraes=c.),with their profile.
5. Only valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-I by entering their user ID/password and the password of the DSC/e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date other keywords etc. There is also an option of advance search for tenders, where in the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tender scan be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender document.

- 3) The bidder should make a note of 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, 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 formats. Bid documents may be scanned with 100 dpi with black and white option. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should login to the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time .Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee/EMD as applicable and enter details of the transaction no. (UTR No.)at appropriate place.
- 4) Bidder should deposit the EMD as per the instruction specified in the tender document. The details of the EMD/tender fee should be filled carefully at specified place well before the closure time of the bid as indicated in the tender form. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price 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, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cell should be changes. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 6) The server time (which is displayed on the bidders' dash board) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be crypted using PKI encryption technique to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized person 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.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of the submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings

ASSISTANCE TO BIDDERS

- 1) The time for seeking clarification and giving replies may be specified by DO concerned preferably it should be before closing of the time of bids. The queries and replies will be submitted by e-mail only at the e-mail ID indicated in the MTF. 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 on the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of the bid submission or queries relating to CPP Portal in general may be directed to 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 18002337315

Tender which do not comply with these instructions shall be summarily rejected.

The tenderer should pay the Earnest Money Deposit (EMD) and tender documents fee in the e-Procurement portal using any of the following payment modes:

1. National Electronic Fund Transfer (NEFT)
2. RTGS
3. Any other electronic means.

DETAILS FOR RTGS/NEFT/OTHER ELECTRONIC MEANS PAYMENT TOWARDS EMD AND TENDER DOCUMENT FEE

1.	NAME OF BENEFICIARY & ADDRESS	FOOD CORPORATION OF INDIA, ALLAHABAD
2.	BENEFICIARY BANK'S NAME & BRANCH:	SBI, TRIVENI BRANCH, ALLAHABAD
3.	CC Account No.	00000011076223360
4.	I.F.S. CODE No.	SBIN0017614

NOTE: Tender not accompanied by Earnest Money/ Tender Cost shall be summarily rejected.

The Food Corporation of India reserves the right to reject any or all tenders without assigning any reasons.

No. Admin B/Furniture/DO Alld/2016-17

Date:

Area Manager (Allahabad)

Copy to:

1. General Manager(Region), Food Corporation of India, Regional Office, Lucknow.
2. The AGM(Computer), FCI, RO, Lucknow...with request to upload above NIT along with MTF of HTC separately in FCI Website.
3. The Manager (Bills), FCI, DO, Allahabad.
4. Notice Board of FCI, DO, Allahabad.
5. Bid opener committee members...for information & necessary action please.

Area Manager (Allahabad)