



BY REGD.POST A/D  
**ICAR - CENTRAL TOBACCO RESEARCH INSTITUTE**  
(Indian Council of Agricultural Research)  
**RAJAHMUNDRY - 533 105, A.P., INDIA**  
WEBSITE : [www.ctri.org.in](http://www.ctri.org.in)



**ISO 9001 : 2008 CERTIFIED INSTITUTE**

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No.F.13 (SEED HUB)/2017-18/ADM.III (P)

Dated 07.06.2017

**e-TENDER NOTICE**

(NON TRANSFERABLE)

The Director, ICAR-Central Tobacco Research Institute, Rajahmundry, A.P. invites Online Bids (e-tender) from the eligible Parties/Firms/Agencies for the proposed works at Old Building of ICAR-CTRI, Rajahmundry (separate enclosures) as per Section-I : Important Instructions for online Bidding, Sec-II : General Terms & Conditions for works, Sec-III : Technical Specifications/Name of work, Sec-IV : Format for e-Bids (Quotations) & Sec-V : Any other relevant Documents attached here with the Tender Documents :

**TENDER INFORMATION AND IMPORTANT DATES**

SNO	ITEM DESCRIPTION	DATE, TIME AND INFORMATION
1	e-TENDER ISSUE / SALE / DOCUMENT DOWNLOAD START DATE & TIME	From 10:00 AM to 02:00 PM on 07.06.2017
2	ONLINE BIDS SUBMISSION / ACCEPTANCE START DATE & TIME	Up to 03:00 PM on 07.06.2017
3	LAST DATE FOR SUBMISSION OF EMD, TENDER FEE AND OTHER OFFLINE SUPPORTING DOCUMENTS AT OFFICE OF ICAR-CTRI, RAJAHMUNDRY	At 04:00 PM on 29.06.2017 at CTRI, Rajahmundry
4	BID OPENING DATE & TIME ((ONLINE))	At 1500 hours on 01.07.2017
5	VALIDITY OF TENDER	90 days from the date of opening of tender
6	TENDER DOCUMENT FEE	WORK DETAILS SEPARATE ENCLOSED
7	EARNEST MONEY DEPOSIT	

1. Tender documents may be downloaded from Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app> & [www.ctri.org.in](http://www.ctri.org.in). Aspiring Bidders/Suppliers who have not enrolled/registered in e-procurement should enroll/register before participating through the website <https://eprocure.gov.in/eprocure/app>. The portal enrollment is free of cost. Bidders are advised to go through instructions provided at Section-I Regarding 'Important Instructions for online Bidding'.

Contd....2

2. The Bidder must be a Sole proprietor or individual Company/ HUF/ Partnership Firm/ Cooperative Society/ Corporation. b) Consortium of Companies is not allowed. Bidder should have PAN, Registration Certificate, Service tax registration, etc as applicable and submit the scanned copies of all necessary supporting documents through online. However, Tender Fee, EMD and any other offline documents should be submitted to this office before due date for submission of tender.
3. The bidders are requested to submit the online bids as per the instructions indicated at Section -II. Manual bids shall not be accepted.
4. The Director, ICAR-CTRI, Rajahmundry reserves the right to change (increase/decrease) the quantity of works to be carried out as per organization requirement.
5. The decision of Director, ICAR-CTRI, Rajahmundry shall be final for any aspect of the contract and binding to all parties.
6. The contractors may submit their binds individually or *in toto*. L<sub>1</sub> (Lowest quoted) bids will be selected finally.

(V. BHAGYA LAKSHMI)  
SR.ADMIN.OFFICER I/c

Encls: Section I to V

Copy to the OIC, AKMU / Tender Publisher, A-III (P&S) for information and necessary action with a request to place the tender notice in CTRI Website / CPP Portal.

## **SECTION - I**

### **IMPORTANT INSTRUCTIONS FOR ONLINE BIDDING**

#### **1. INSTRUCTION FOR ONLINE BID SUBMISSION**

The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement (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.

#### **2. REGISTRATION**

- I. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal by using the “Click here to Enroll” option available on the home page. Enrolment on the CPP Portal is free of charge.
- II. During enrolment / registration, the bidders should provide the correct/ true information including valid email-id & mobile no. All the correspondence shall be made directly with the contractors/ bidders through email-id provided.
- III. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- IV. For e-tendering possession of valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) is mandatory which can be obtained from SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on e-Token/ Smart Card.
- V. Upon enrolment on CPP Portal for e-tendering, the bidders shall register their valid Digital Signature Certificate with their profile.
- VI. Only one valid DSC should be registered by a bidder. Bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse and should ensure safety of the same.
- VII. Bidders can log into the site through the secured login by entering their user ID/ password and the password of the DSC/ e-Token.

#### **3. PREPARATION OF BIDS**

- i. For preparation of bid Bidders shall search the tender from published tender list available on site and download the complete tender document and should take into account corrigendum if any published before submitting their bids. After selecting the tender document same shall be moved to the ‘My favourite’ folder of bidders account from where bidder can view all the details of the tender document.
- ii. Bidder shall go through the tender document carefully to understand the documents required to be submitted as part of the bid. Bidders shall 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.
- iii. Any pre-bid clarifications if required, then same may be obtained online through the tender site, or through the contact details given in the tender document.
- iv. Bidders should get ready in advance the bid documents to be submitted as indicated in the tender document/schedule in PDF/xls/rar/zip/dwf formats. If

there is more than one document, they can be clubbed together using zip format.

- v. Bidders can update well in advance, the documents such as experience certificates, annual report, PAN, EPF & other details etc., under “My Space” option, which can be submitted as per tender requirements. This will facilitate the bid submission process faster by reducing upload time of bids.

#### 4 SUBMISSION OF BIDS

- A. Bidder should log into 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.
- B. Bidder should prepare the Tender Fee and EMD as per the instructions specified in the NIT/ tender document. The details of the DD/BC/BG 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.
- C. While submitting the bids online, the bidder shall read the terms & conditions (of CPP portal) and accepts the same in order to proceed further to submit their bid.
- D. Bidders shall select the payment option as offline to pay the Tender Fee/ EMD and enter details of the DD/BC/BG.
- E. Bidder shall digitally sign and upload the required bid documents one by one as indicated in the tender document.
- F. Bidders shall not that the very act of using DSC for downloading the tender document and uploading their offers is deemed to be a confirmation that they have read all sections and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document.
- G. Bidder shall note that each document to be uploaded for the tender should be less than 2 MB. If any document is more than 2 MB, it can be reduced through zip/rar and the same can be uploaded. For the file size of less than 1 MB, the transaction uploading time will be very fast.
- H. Utmost care shall be taken for uploading Schedule of quantities & Prices and any change/ modification of the price schedule shall render it unfit for bidding.
- I. Bidders shall download the Schedule of Quantities & Prices , in XLS format and save it without changing the name of the file. Bidder shall quote their rate in figures in white background cells, thereafter save and upload the file in financial bid cover (Price bid) only.
- J. If the template of Schedule of Quantities & Prices file is found to be modified in the eventuality by the bidder, the bid will be rejected.
- K. The bidders are cautioned that uploading of financial bid elsewhere i.e. other than in cover 2 will result in rejection of the tender.
- L. Bidders shall submit their bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.
- M. After the bid submission (i.e. after Clicking “Freeze Bid Submission” in the portal), the bidders shall take print out of system generated acknowledgement number, and keep it as a record of evidence for online submission of bid.
- N. Bidders should follow the server time being displayed on bidder’s dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system.

- O. All the documents being submitted by the bidders would be encrypted using PKI (Public Key Infrastructure) 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.

5. 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 contract person indicated in the tender.
- b) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24 X 7 CPP Portal Helpdesk.
- c) Toll Free Number 1800-3070-2232. Mobile Nos 91-7878007972 and 91-7878007973.

Note: The following 'FOUR KEY INSTRUCTIONS for BIDDERS' must be assiduously adhered to:-

- d) Obtain individual Digital Signature Certificate (DSC or DC) well in advance of tender submission deadline.
- e) Register your organization on CPPP well in advance of tender submission deadline.
- f) Get your organization's concerned executives trained on CPPP well in advance of tender submission deadline.
- g) Submit your bids well in advance of tender submission deadline on portal (There could be last minute problems due to internet timeout, breakdown, etc.) While the first three instructions mentioned above are especially relevant to first-time users of portal, the fourth instruction is relevant at all times.

Note: Electronic procurement system will not allow any bidder to place their bids after the expiry of scheduled date & time. ICAR-CTRI shall not be responsible for any delays / problems related to bandwidth, connectivity etc., which are beyond the control of the ICAR-CTRI."

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## SECTION - II

### GENERAL TERMS & CONDITIONS:

1. Non-transferable tender document containing detailed works, as per enclosure (1-A, 1-B, 1-C & 1-D) at Old CTRI Office, Near APP Mills, Rajahmundry, East Godavari Dist. Andhra Pradesh, terms and conditions of the contract, etc., can be obtained from the office of the Director, Central Tobacco Research Institute, Bhaskar Nagar, Rajahmundry-533 105 (AP) on payment of Rs.500.00 (non refundable) for each work, by cash / swiping payable at ICAR-CTRI, Rajahmundry cash counter on all working days during Office hours (0930 to 1700 hours). The tender document can also be downloaded from CTRI's web site ([www.ctril.org.in](http://www.ctril.org.in)) / Central Public Procurement Portal web site ([www.eprocure.gov.in](http://www.eprocure.gov.in)). The tenderers who downloaded the tender document from website must enclose a Demand Draft for Rs.500/- for each work drawn in favour of "The Director, ICAR UNIT - CTRI" payable at Rajahmundry towards the cost of the tender fee and submit along with Bids. The tenders submitted without the Demand Draft for Rs.500.00 for each work towards the cost of tender document fee shall be rejected.
2. The Bidder must be a Sole proprietor or individual Company/ HUF/ Partnership Firm/ Cooperative Society/ Corporation. Consortium of Companies is not allowed.
3. The Bidder must possess a valid registration, PAN Number, Service Tax Registration etc as applicable. Bidder should provide an attested & valid copy of above-mentioned certificates along with the bids.
4. The qualified bidder shall execute the above proposed works at Old CTRI Office, near APP Mills, Rajahmundry within 15 days from the date of issue of work order.
5. The bidder will have to arrange / provide for all the required material and labour for successful completion of work.
6. A scanned copy of the certificate on company / personal letterhead, stating that the bidder hasn't been blacklisted by any institution/ organization/ society/ company of the Central / State Government ministry/department, or its public sector organizations during the last three years, with company stamp and signed by authorized signatory should also be uploaded.
7. For a bidder, who has participated in the tender bids, it will be automatically assumed that he had accepted all the terms and conditions of the tender. A statement specifying that the quotations are strictly as per the terms and conditions of the tender, should be enclosed with the bids. No request for deviation in the terms and conditions of the tender will be entertained. If there is any deviation from the terms and conditions of the tender or the tenderer has uploaded conditional bids, the bid will be summarily rejected.
8. Bids should be valid for a minimum period of 90 days after closing date of the submission of bids.
9. The construction materials of highest standard quality, as required, shall be arranged and borne by the contractor and should be maintained strictly without fail during construction as per quotation.
10. No labour of the contractor will be allowed to stay within the campus / site of the work.
11. Samples of all materials and fittings to be used in the work in respect of brand, manufacturer and quality shall be got approved from the Officer-In-Charge, MSU, CTRI, Rajahmundry / Nodal Officer, Seed Hub, CTRI, Rajahmundry and must be produced on demand.

12. The contractor shall be fully liable for observance of all statutory & legal dues / norms viz. EPF, ESI, Child labour Act, Minimum Wages Act etc. No child labour shall be employed on work. Payment to the labourers shall be paid as per the prevalent norms and in toto compliance of the minimum wages act. Non compliance of any statutory or legal dues / norms shall be the sole responsibility of the contractor. This office does not accept any responsibility for the disputes that may arise between the labour and Contractor during the execution of the work.
13. For any query / clarification with respect to specification of works may be obtained from the Director, CTRI, Rajahmundry.
14. The contractor will have to make their own arrangements for water / lighting and arrangement of stay of workers etc. for carrying out of the work in time. In case of electricity & Water etc provided by the Institute, 1% of charges will be deducted from the bills.
15. It is advised to the interested parties that may kindly inspect the sites physically before quoting their rates and submit online tenders up to 1500 hrs on 29.06.2017.
16. The online bids (e-tender) shall be submitted in one cover consisting of following documents, which includes, Tender Fee, EMD, Technical specifications, if any & Price Bid.

**{A} SOFT COPIES THROUGH ONLINE SUBMISSION**

The following Scanned copies of documents are to be furnished by the bidder as part of Technical Bid as per the tender document.

- A. PAN Number of the firm.
- B. Valid Service Tax Registration number of the bidder from Service Tax Department of the Government of India(in case applicable).
- C. Scanned copy of Tender Acceptance Letter (Annexure-1)
- D. Scanned copies of technical specifications of the works to be completed, if any, offered along with the supporting literature, brochures, drawings, names of the supplier / manufacturer, standard warranty, etc and commercial terms.
- E. Scanned copy of documents like copies of DDs for Tender document Cost/Fee & Earnest Money Deposit etc. should be uploaded on the portal.

Note : The original payment instruments like Demand Draft etc as specified in this tender document and other important documents, if any, have to be sent to The Director, ICAR-Central Tobacco Research Institute, Rajahmundry, E.G.Dt. Andhra Pradesh by post/speed post/courier/by hand on or before Bid submission closing Date & Time. Otherwise the tender will be summarily rejected without assigning any reason.

Note : Manual bids shall not be accepted. Any submission of copies of manual bids leads to rejection.

- F. Schedule of price bid is in the form of V3\_BoQ\_\*\*\*\*\*.xls should be submitted online as per instruction indicated at Section -I above. The V3\_BoQ\_\*\*\*\*\*.xls (Price bid format) is provided / available during online bid submission at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this V3\_BoQ\_\*\*\*\*\*.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited.
- G. L1 shall be evaluated on total amount inclusive of taxes, fi any as mentioned in the Financial Bid Format.
- H. (The Bids must be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. on or before the due date, i.e., 14-3-2017 (up to 1500 hrs). The System will not allow for submitting the bid after

due date & time and hence requested to make arrangements to submit the online bid within the due date and time.

**{B} HARD COPIES THROUGH OFFLINE SUBMISSION:**

Bidders shall submit the hard copies of above mentioned documents, including Demand Drafts for tender fee, EMD, etc, in original, in separate sealed envelope by the due date duly superscribed on the cover as tenders for renovation of tiled roof at THE DIRECTOR, ICAR-CTRI, RAJAHMUNDRY”.

17. Tenderer is duty bound to observe all the Laws, Rules, Regulations, Policies, Procedures and Guidelines of the Central Vigilance Commission and Government of India as in force from time to time. The Director, ICAR-CTRI, Rajahmundry reserves the right to accept or reject any bid or cancel tender proceedings without assigning any reason whatsoever.

18. Incomplete quotations are liable to be rejected.

**19. EARNEST MONEY DEPOSIT (EMD)**

(i) The Earnest Money Deposit (EMD) amount should be submitted in the form of Demand Draft drawn in favour of “ICAR UNIT-CTRI’ payable at Rajahmundry. A scanned copy is to be uploaded along with Bid and original copy should be sent by post to this office to reach well within the due date.

(ii) Quotations uploaded without EMD will be rejected.

(iii) The EMD of the tenderer shall be forfeited without prejudice to any other rights or remedies as given below: -

(a) If the tenderer withdraws his tender during the specified period of tender validity.

(b) If, after acceptance of his tender, the tenderer fails to complete the entrusted works.

(c) If, after acceptance of his tender, the tenderer fails to furnish the Security Deposit.

(iv) The Earnest Money Deposit (EMD) of unsuccessful tenderers will be refunded on finalization of the tender. Further, no interest on EMD will be paid.

**20. PERFORMANCE SECURITY**

(i) Successful bidders shall submit a Performance Security of 10% of the cost of the contracted work within 15 days of the placement of work order in the form of Demand Draft or Bank Guarantee(Annexure-2).

(ii) In case of the Performance Security is in the form of Bank Guarantee from any Nationalized Banks/scheduled banks, the Bank Guarantee shall be valid for 60 days more after the completion of all Contractual Obligations as per the tender.

(iii) In case, supplier either fails to complete the works within the contracted period or does not provide satisfactory maintenance service during the warranty period, the Performance Security submitted by the firm shall be forfeited.

(iv) Performance Security shall be released after 60 days over and above the warranty period.

(v) Warranty will start after successful completion of works by the concerned officials.



- (vi) The proceeds of the Performance Security deposit shall be payable to this office as a compensation for any loss (including loss of opportunity, time or cost) resulting from the contractors / Bidder's failure to comply with its obligations under the Contract.
- (vii) No interest will be paid by the Director, ICAR-CTRI, Rajahmundry on the Performance Security.

21. **EVALUATION CRITERIA:**

- (i) The Financial Bids will be opened online and evaluated by the respective Committee of the organization.
- (ii) L<sub>1</sub> shall be evaluated based on total quoted amount inclusive of taxes, if any as mentioned in the Financial Bid Format.

22. **PERFORMANCE WARRANTY:**

The contractor is liable to guarantee the works for a period of one year from the successful date of completion. If contractor fails to rectify the problems if any arising during this period, the security performance deposit will be forfeited.

23. **PAYMENT:**

Payment shall be made only on satisfactory completion of the work. No revised rate will be paid for increase in cost of materials & labour charges etc. Further, no part payment shall be considered under any circumstances.

Pre-receipted bill / Invoice, in triplicate in the name of the Director, ICAR-Central Tobacco Research Institute, Rajahmundry-533 105 duly supported by work order, Completion Certificate should be submitted to this office for processing the payment. Bank details like Account No., IFSC Code, etc. may be submitted along with bill to enable processing payment through online.

24. **ARBITRATION:**

In the event of any dispute or disagreement under or in relation to this Agreement or over the interpretation of any of the terms herein above contained or any claim or liability of the party, the same shall be referred to the Director, ICAR-CTRI, Rajahmundry and the decision of Director, ICAR-CTRI, Rajahmundry shall be final for any aspect of the contract and binding to all parties.

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## SECTION - III

### Enclosure-1

Name of the work : (1) RENOVATION OF OLD SHED EXISTS AT CTRI OLD BUILDING FOR USING AS SEED PROCESSING UNIT UNDER PULSES SEED HUB OF CTRI, RAJAHMUNDY

LAST DATE OF RECEIPT OF TENDER : 29.06.2017 UP TO 03.00 PM

S.No.	Name of the items required / Description / Specifications	Quantity	Rate per	Amount
1	Removing of existing AC sheets, inside concrete & brick work, wooden frames and depositing within the premises.			
(A)	AC Sheets	240 sqmt		
(B)	Concrete & brick work	55 cum		
(C)	Wooden frames	100 sqmt		
2	Providing 1:5:10 concrete using 40 mm HGS including all materials & labour charges	01.0 cumt		
3	Providing 1:2:4 concrete using 12 to 20 mm HGS for beams & sun shades	02.00 cumt		
4	Providing brick masonry in 1:6 cement mortar	19 cumt		
5	Supply & fixing of TAR & Mild steel for beams and sun shade	300 kgs		
6	Plastering with 1:4 cement mortar for brick walls	270 sqmt		
7	Repairing damaged flooring by providing 1:3 cement mortar plastering over 1:3:6 concrete	100 sqmt		
8	Supply & fixing of 2 mm thick 'U' PVC 2 track sliding windows with necessary 4 mm glass and 8 mm square rods 10 Nos horizontally and necessary window styles etc. complete	18 sqmt		
9	Providing two coats of emulsion paint over one coat of cement of primer	460 sqmt		
10	Providing two coats of enamel paint over one coat of primer after necessary scarping etc. complete	130 sqmt		
11	Supply & fixing of AC sheets over trusses & purlins with all necessary 'J' bolts, nuts etc. complete	240 sqmt		
12	Supply & fixing of rolling shutter with 80 x 1.25 mm lather interlocked together with entire length and joined together with end lock with necessary shaft guide channel, brackets ball bearing long wire springs etc. with necessary mechanical device chain and crank operations	11 sqmt		
13	Supply & fixing of turbo exhaust fans	04 Nos		
14	Supply & fixing of 3 fans, 10 tube lights, six boards with 2 x 5 AMP & 15 AMPs with necessary wiring	LS		
TOTAL AMOUNT				

SIGNATURE :  
NAME OF THE CONTRACTOR  
(IN CAPTILAS)  
MOBILE No.

Cost of Tender Document : 500/- DD No.  
Name of the Bank :  
Earnest Money Deposit : Rs.10,000/- DD No.  
Name of the Bank :

Date :  
Branch Location:  
Date :  
Branch Location:

#### Conditions

- ✓ The work is to be completed within the period of 45 days.
- ✓ In case of any clarification required with respect to scope of work to be executed, you may please be contact the Officer-in-Charge, MSU / the Director, CTRI, Rajahmundry.

**SECTION - IV**  
**FORMAT FOR E-BIDS (QUOTATIONS)**

Name of the Tenderer : \_\_\_\_\_

Address: \_\_\_\_\_

I/we hereby submit the consolidated financial proposal for e-Procurement of the following items given in this tender document within the time specified and in accordance with the terms and conditions. The rates are quoted in the prescribed format given below:

**Item Rate BoQ**

Tender Inviting Authority: ICAR-CENTRAL TOBACCO RESEARCH INSTITUTE, RAJAHMUNDRY - 533 105, ANDHRA PRADESH - 533297

Name of Work: RENOVATION OF OFFICE ROOM AT CTRI OLD BUILDING, CTRI, RAJAHMUNDRY

Contract No: 13(SEED HUB)/201718-/ADM.III (P), DATED 10.04.2017

Bidder Name :

**PRICE SCHEDULE**

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder will be disqualified.)  
(Bidder Name and Values only )

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER	NUMBER #	NUMBER	NUMBER
Sl. No.	Item Description	Quantity	Units	Estimated Rate	BASIC RATE In Figures To be entered by the Bidder Rs. P	Any Other Taxes/Duties/Levies	TOTAL Amount Without
1	2	4	5	6	13	17	
1							

1.01							
2							
2.01							
Total in Figures							
Quoted Rate in Words		INR Zero Only					

**Declaration:** The rates quoted above are at par with prevailing market rates and services/ Products/ Goods supplied will be of requisite specification and quality.

**Note:**

1. The rate should not be provided as a percentage figure.
2. The Tenderer is advised to quote rate in absolute Indian Rupees.
3. The rate quoted shall be valid for 90 days from the date of opening of technical bid. The period can be extended with mutual agreement.
4. No condition will be entertained and conditional tender will be rejected.
5. Billing will be on as per actuals.

**Date :**

**Signature of Tenderer:**

**Name :**

**Designation / Company seal:**

## SECTION - V

### OTHER RELEVANT DOCUMENTS

Annexure-1

### TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date: \_\_\_\_\_

To,  
THE DIRECTOR,  
ICAR-CENTRAL TOBACCO RESEARCH INSTITUTE,  
BHASKAR NAGAR, RAJAHMUNDRY - 533 105 AP.

Sub: Acceptance of Terms & Conditions of Tender.

Dear Sir,

I/ We have downloaded / obtained the tender document(s) for the above mentioned 'e-Tender' from the web site(s) namely: downloaded from Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app> & [www.ctri.org.in](http://www.ctri.org.in) 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 like, Sections I to V, etc., which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.

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

In case any provisions of this tender are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit and initiate legal action under Prevention of Corruption Act 1988 and stipulations contained in Indian Penal Code.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

BANK GUARANTEE FORM FOR PERFORMANCE SECURITY

To,  
THE DIRECTOR,  
ICAR-CENTRAL TOBACCO RESEARCH INSTITUTE,  
  
BHASKAR NAGAR, RAJAHMUNDY - 533 105 AP.

WHEREAS ..... (Name and address of the supplier)  
(Hereinafter called 'the supplier') has taken, in pursuance of contract No.....  
dated.....to supply .....(Description of goods and services) (Hereinafter called  
'The Contract').

AND WHEREAS it has been stipulated by you in the said contract that the supplier  
shall furnish you with a bank guarantee by a recognized bank acceptable to you, for the  
sum specified therein as security for compliance with its (supplier's) obligations in  
accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you,  
on behalf of the supplier, up to a total of Rs..... (Amount of the guarantee in words and  
figures), such sum being payable in the types and proportions of currencies in which the  
contract price payable, and we undertake to pay you, upon your first written demand  
declaring the supplier to be in default under the contract and without cavil or argument,  
any sum or sums within the limits of (amount of guarantee) as aforesaid, without your  
needing to prove or to show grounds or reasons for your demand or the sum specified  
therein.

We further undertake to pay you the sum so demanded notwithstanding any  
dispute or disputes raised by the supplier in any suit of proceedings pending before any  
court or tribunal relating thereto liability under this present being absolute and univocal.

We also hereby waive the necessity of your demanding the said amount from the  
supplier before presenting us with the demand.

We further agree that you shall have the fullest liberty without our consent and  
without affecting in any manner our obligations hereunder to vary any of the terms and  
conditions of the contract or to extend the time of performance by the supplier from time  
to time or to postpone for any time or from time to time any of the powers exercisable by  
you against the supplier and to forbear or enforce any of the terms and conditions  
relating to the contract and we shall not be relieved from our liability under this  
guarantee.

This guarantee shall be valid and shall remain in force until .....day of  
.....2017.

DATED THE.....  
DAY OF.....2017.

FOR.....(NAME OF THE BANK)

SIGNATURE.....

NAME OF THE OFFICER .....(IN BLOCK LETTERS)

DESIGNATION OF THE OFFICER.....

CODE No.....

NAME OF THE BANK AND FULL ADDRESS.