

INSTRUCTIONS TO BIDDERS

1. The tender is in Single Bid System. These bids duly filled will be submitted only online. No offline bids will be accepted by CMFRI. The bids are to be uploaded on CPP Portal (www.eprocure.gov.in/eprocure/app).
2. Earnest Money Deposit(EMD) to be submitted Rs.2.5% of the annual cost of the procurement amount. Then the bidder has to give Bid Securing Declaration as per format Annexure – II.
3. The EMD amount to be released to the she successful bidder and shall have to deposit an amount of Rs. 5% of the annual cost of the procurement amount as performance security.
4. The Performance Security amount will be forfeited for breach of any of the terms & conditions of the tender and if it is found any time during the contract period that the services provided by the firm are poor/defective/unsatisfactory. However, the same may be refunded after successful completion of Annual Rate Contract. No interest will be paid on the security money deposited with this Office.
5. The Performance Security amount to be submitted in the form of Demand Draft/Bankers Cheque in favour of **“ICAR UNIT – CMFRI” payable at State Bank of India, Main Branch, Ramanathapuram** or Bank Guarantee in the prescribed format, valid for 45 days beyond the final bid validity period.
6. The supply shall be awarded to the firms whose bid value is lowest for each type of fish feed items meeting all and fulfilling all the terms and conditions of the tender. The Head, Mandapam Regional Centre of ICAR-CMFRI, Mandapam Camp reserves the right to accept or reject any or all the quotations either in full or in part without assigning any reason.
7. No advance payment in any case would be paid. Payment will be made on weekly/monthly basis through e-payment as per rule on receipt of bill certified by the Cage-in-Charge, Mandapam Regional Centre of ICAR-CMFRI, Mandapam Camp.
8. The firm details like address, telephone number, PAN/TIN number, GST Number, Certificate of registration etc. (as required) of the party should be attached with the quotation.
9. The performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations. The same shall stand forfeited in case of cancellation of the contract for any breach of contract or for any deficiency in the performance noticed during the currency of the contract.

-sd/-

Assistant Administrative Officer,
Mandapam Regional Centre of ICAR-CMFRI,
Mandapam Camp.

TERMS AND CONDITIONS

Supply of Fish Feed items(Prawn, Squid, Crab, Trash fish) for brood stock Operations of the Centre under at Mandapam Regional Centre of ICAR-CMFRI, Mandapam Camp under Annual Rate Contract basis.

1. The fish feed items should be in fresh, good and hygienic.
2. The fish feed items to be submitted on specified time in every day.
3. **The quoted rate for each feed items per kilogram will be one year from starting the contract period.**
4. The successful bidder has to be submitted the bills in weekly wise.
5. The period of contract shall be initially valid for a period of 12 months from the date of issue of letter for awarding the contract. However depending upon the need/and urgency, the Institute might extend this period as per the requirement.
6. The institute shall not be responsible for any unforeseen events.
7. The Institute will not arrange any kind of transport for supplying the fish feed items.

List of Enclosures

Sl. No.	Description	Details to be given by the bidder
1.	Firm's Name and full postal address	Scanned copy must be uploaded. Failing which bid will be disqualified
2.	Details of Firm's Registration	Scanned copy must be uploaded. Failing which bid will be disqualified
3.	Service Tax and GST Registration Certificate issued by the Competent Authority	Scanned copy must be uploaded. Failing which bid will be disqualified
4.	PAN Number	Scanned copy must be uploaded. Failing which bid will be disqualified
5.	Experience Details	Scanned copy must be uploaded. Failing which bid will be disqualified
6.	Format of price quotation (Annexure - I)	Scanned copy must be uploaded. Failing which bid will be disqualified
7.	Bid Security Declaration form as per Annexure - II	Scanned copy must be uploaded. Failing which bid will be disqualified
8.	Other related certificates	Scanned copy uploaded.

ANNEXURE - I

FORMAT OF PRICE QUOTATIONS

Supply of Fish Feed items(Prawn, Squid, Crab, Trash fish) for brood stock Operations of the Centre under at Mandapam Regional Centre of ICAR-CMFRI, Mandapam Camp under Annual Rate Contract basis.

S.No.	Name of the supplying items	Rate per kg.(Rate fixed for one year)
1.	Prawn	
2.	Squid	
3.	Crab	
4.	Trash fish	

(Signature & Seal of Tenderer)

Bid Securing Declaration Form

Tender No. _____ Dated: _____
To (Insert complete name and address of the purchaser)

I/We. The undersigned declare that;

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

- a. Have withdrawn/modified amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b. Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the instructions to Bidders.

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

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

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

Duly authorised to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on -----day of----- (insert date of signing)

Corporate seal (where appropriate)

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

We confirm that we agree to all other terms & conditions of your quotation enquiry.

We have furnished all the information, as required in the quotation enquiry and attached the relevant documents.

We confirm that our offer will remain valid for acceptance for days after the date of opening of quotation.

.....
(signature, name and designation of the authorized executive of the tendering firm)

For and on behalf of.....
(Name and Address of the tendering firm)

.....
(Seal of the tendering firm)