



**Not to be returned with tender**

**ICAR-Agricultural Technology Application Research Institute,  
Zone-1, PAU Campus, Ludhiana-141004  
Phone:0161-2401018; Email:Atari.ludhiana@icar.gov.in; Web:Atari1.icar.res.in**

F. No.:4(103)/ISO/2016/

Date:3<sup>rd</sup> October 2020

### NOTICE INVITING TENDER

For and on behalf of Secretary, ICAR, the Director, ICAR-ATARI, Ludhiana invites online open E-tenders for ISO 9001-2015 Certification at ATARI, Ludhiana through website [www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app) under two bid system from registered firms.

1.	Tender Reference No.	F. No. 4(103) /ISO/2016/
2.	Date and Time for release of Tender through e-procurement Portal	03.10.2020 at 6:00 PM
3.	Document Download/Sale Start Date and Time	03.10.2020 at 6:00 PM
4.	Bid Submission Start Date and Time	03.10.2020 at 6:00 PM
5.	Bid Submission End Date and Time	21.10.2020 at 2:00 PM
6.	Date and Time for Opening of Bids	22.10.2020 at 2.30 PM
7.	The tender document is also available at our web-	<a href="http://www.atari1icar.res.in">www.atari1icar.res.in</a>
8.	Address for Communication	Assistant Administrative Officer ICAR-Agricultural Technology Application Research Institute, Zone-I, PAU Campus, Ludhiana -141004 (Punjab)

Date:

Place: Ludhiana

Assistant Administrative Officer  
ICAR-ATARI, Zone-I

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**Note**

1. The Director, ICAR-ATARI, Zone-I, Ludhiana may at his discretion, extend this date by a week and such extension shall be binding on Tenderers.
2. If the date of opening of tenders is declared to be a public holiday, the tenders shall be opened on the next working day. However, there will be no change in the time of acceptance/opening as indicated above.
3. ICAR-ATARI reserves the right to accept/reject any or all the tenders in part/full without assigning any reason thereof.
4. The tender form can be downloaded from our website <http://atari1icar.res.in> or GOI portal <http://eprocure.gov.in/eprocure/app> for participating in the bidding process. Bidders should also possess a valid Digital Signature Certificate (DSC) for online submission of bids.
5. Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.
6. EMD should be submitted as per Terms and Conditions.
7. ICAR-ATARI will not be responsible for any delay in enrollment/registration as bidder or submitting/uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website and enroll their Digital Signature Certificate and upload their quotation well in advance.
8. Please examine thoroughly the Notice Inviting Tender, Instruction to bidders, General Conditions of Contract, Pre-requisite/requirement of the Service Contract (**Annexure I to III**). Bidder should also examine the (Price Bid, Terms & Conditions, Bank Details, Undertaking, and Tender Acceptance Letter (**Annexure V to IX**) along with the necessary documents as required to be attached with the tender.
9. A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bid in the format provided and no other format is acceptable. The bidders are required to download the BoQ file, open it and complete the unprotected cells with their respective financial quotes and other details (such as the name of the bidder). No other details should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BoQ file found to be modified by the bidder, the bid will be rejected.
10. Any change/corrigendum/extension of opening date in respect of this tender shall be issued through website and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.

Sd/-  
Assistant Administrative Officer

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**INSTRUCTIONS FOR ONLINE BID SUBMISSION**

1. For Online Bid Submissions as per the directives of Department of Expenditure, the tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. More information useful for submitting the online bids on the CPP Portal is available at URL: <https://eprocure.gov.in/eprocure/app>. Manual/offline bids shall not be accepted under any circumstances.

**FOR REGISTRATION**

2. Bidders are required to enroll on the e-procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
3. **While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tender stipulate any condition of his own, such conditional tender is liable to be rejected.**
4. The item should be delivered at ICAR-ATARI, Ludhiana and the supplier shall be responsible for any damage during the transit of goods.
5. All the tender documents & price bid to be up loaded as per this tender are to be digitally signed by the bidder.
6. All the communications with respect to the tender shall be addressed to: The Director, ICAR-ATARI, Ludhiana – 141 004.
7. The firms are also required to upload copies of the following documents:-

**DOCUMENTS TO BE UPLOADED IN COVER-I**

**(A) TECHNICAL BID**

1. Scanned copy of Earnest Money Deposit (EMD)/its exemption, if any.
2. Scanned copy of Firms registration, PAN Card and GST Certificate.
3. Scanned copy of Bank Account Details duly filled in (Annexure-VII).
4. Scanned copy of signed undertaking (Annexure VIII).
5. Scanned copy of Tender Acceptance letter (Annexure-IX).

**(B) FINANCIAL BID/BOQ**

- (a) Price Bid as BoQ\_XXXX.xls to be filled online and submitted. Please note that the file name should not be changed.

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**GENERAL INSTRUCTIONS**

1. The Rate Contracts concluded as a result of this Tender Inquiry shall be governed by the 'Terms & Conditions' and other relevant instructions as contained in this Tender Document.
2. Any firm/party requires quote their rates for all the items as per the Schedules.
3. Tenderers are requested to quote their prices on a firm & fixed basis only for the entire period of the Rate Contract.
4. Quotations/tender qualified by such vague and indefinite expressions such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly.
5. Tenderers are requested to enclose a copy of their valid certificate of PAN/TAN No., and GST No. with their tender.
6. Tenders received without Bid Security (EMD) amount by way of DD/Banker's Cheque in the name of ICAR ZC Unit Zone-I payable at Ludhiana will not be considered at all.
7. Tenderers may note that if the date of tender opening given in this Tender Document is declared to be a gazetted holiday, the tender shall be opened on the next working day at the same timing.
8. Late/delayed tenders received in ATARI due to any reason whatsoever will not be accepted under any circumstances.
9. The tender is to be submitted through CPP Portal only. The EMD/Tender fee, etc. will be submitted offline before closing of technical bid submission in CPP Portal. The scanned copy of tender fee & EMD must be uploaded with the technical bid on CPP portal.
10. Acceptance of the rate will be communicated through CPP Portal.
11. Each and every page of the tender documents must be signed by the bidder.

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**List of requirements**

(to be uploaded online)

**PART-I**

1. Name of the Firm : \_\_\_\_\_

2. Full Address : \_\_\_\_\_

**PART – II**

Sl. NO.	Particulars	Page no.
1.	Brief description about the Agency /Firm/authorized auditors	
2.	Firm/Agency/ Authorized L.As, experience: In addition to overall experience of the Agency/Firm, details of specific Certification projects/studies undertaken may be provided including Assignment/ Project name, description of services provided, appx. Value of assignment, country & location, duration of assignment, name of client, starting & completion dates, names of associates (other than employees), if any Certification experience of helping government departments/PSUs/large public limited organizations obtain ISO 9001:2015 may be specifically mentioned.	
3.	GST/Service tax registration No. Exemptions allowed if applicable.	
4.	It is desirable that Firm/Agency, their Authorized Auditors should have executed Minimum two (2) ISO projects in the government/ PSU sector/ large public limited organizations.	
5.	Firm/Agency/ authorized auditors should have a minimum of 2 years of professional experience in obtaining ISO Certification for the Govt. Office / Company / PSU.	
6.	Earnest Money Deposit (EMD)/its exemption certificate, if any.	
7.	Duly filled and signed Annexure VII.	
8.	Duly filled and signed undertaking Annexure VIII.	
9.	Duly filled and signed Tender Acceptance Letter Annexure IX.	

**PART – III**

**No of employees:**

Management	1
Regular Employees	12

**ANNEXURE-V**

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**PRICE BID**

**To be quoted separately in the excel sheet provided as BOQ (Financial  
Bid) and uploaded in the CPP Portal**

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**Terms and Conditions**

1. The rates quoted shall be valid for a minimum period of 90 days.
2. The bidders may visit ICAR-ATARI website [www.icaratari1.res.in](http://www.icaratari1.res.in) for more information.
3. The period of consultancy would be 02 months from the date of award, bar force majeure.
4. The firm will specify a team of Experts for execution of the work and their CVs are to be provided.
5. The successful bidder has to make presentation before the ISO committee about the company's services and overall performance.
6. It may be specifically noted that the tender are required to be submitted with EMD of Rs.5000/- must be deposited in the form of demand draft in favour of ICAR UNIT-ZC UNIT Zone-I, Ludhiana.
7. If taxes, duties or any other charges over and above the rate quoted are leviable by the company, the actual/ percentage of such taxes/duties/charges should be clearly indicated.
8. If tenderer does not accept the offer, after issue of letter of award by ICAR-ATARI within 15 days, the offer made shall be withdrawn and earnest money forfeited.
9. **PAYMENT TERMS:** Payment will be made within reasonable time say within 30 days after satisfactory completion of supply/execution of the assignment and receipt of pre-receipted bills in triplicate. TDS/GST will be deducted from the bill as per applicable rules of GOI/Punjab Govt.
10. Tender not complying with the above conditions are liable to be rejected.

Assistant Administrative Officer

**ANNEXURE-VII**

**ICAR – AGRICULTURAL TECHNOLOGY APPLICATION RESEARCH  
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Name of the firm\_\_\_\_\_

Postal Address\_\_\_\_\_

1.	Permanent Account Number (PAN)	
2.	GST No.	
3.	Bank Details	
4.	Bank Name	
5.	Branch Address	
6.	Account Number	
7.	Type of Account (Current/Saving)	
8.	IFSC Code Number	



**ANNEXURE-VIII**

**ICAR – AGRICULTURAL TECHNOLOGY APPLICATION RESEARCH  
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**UNDERTAKING (to be submitted in Agency/firm’s letter pad)**

I/We have read and understood ICAR-ATARI General Terms and Conditions contained in the application form. I/We do hereby declare that all the details provided in this application form are true to the best of my/our knowledge and belief and any misrepresentation of facts will render me/us liable to any action as may be deemed fit by ICAR-ATARI, Ludhiana.

I/We do hereby also accept ICAR-ATARI have the right to accept or reject this application and not to issue invitation to tender me/us.

I/We undertake to communicate promptly to ICAR-ATARI any change in the condition or working of the firm. It is certified that we have not been blacklisted by any organization of Government of India including Central Vigilance Commission (CVC) in the last three years. The undersigned is fully authorized, he/she represent. I/We authorized ICAR to approach individuals, employees, firms and corporations to verify our competence and general reputation.

Signature:.....

Name:.....

Designation:.....

Address:.....

Place:.....

Date:.....

**ANNEXURE-IX**

ICAR – AGRICULTURAL TECHNOLOGY APPLICATION RESEARCH INSTITUTE,  
PAU, LUDHIANA – 141 004 (PB)

**TENDER ACCEPTANCE LETTER**  
**(To be given on Company letter head/Firm Letter Head)**

To

The Director,  
ICAR-AGRICULTURAL TECHNOLOGY APPLICATION  
RESEARCH INSTITUTE, PO: PAU, Ludhiana – 141 004 (PB).

**Ref: Tender Reference No. \_\_\_\_\_ dated \_\_\_\_\_**

Dear Sir,

1. I/We downloaded the tender documents for the above mentioned Tender/work from the website (s) namely:  
  
\_\_\_\_\_ as per your advertisement, given in the above mentioned website(s).
2. I/we hereby certify that we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s) , schedules(s), etc.) which form part of the contract agreement and I/we shall abide hereby the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s) corrigendum(s) in its totality/entirety.
5. I/we do hereby declare that our Firm has not blacklisted/debarred by any Govt. Department/Public Sector Undertaking.
6. I/we certify that all information furnished by our Firm is true and correct and in the event the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason thereof or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)