

COIR BOARD
CENTRAL COIR RESEARCH INSTITUTE
KALAVOOR P.O, ALAPPUZHA
(Ministry of Micro, Small and Medium Enterprises, Govt. of India)

TENDER NOTICE

No. CCRI/2010/SP/ASTM/4/3

21.03.2017


Sealed tenders in two cover system and in the prescribed format are invited by the Director, RDTE, Central Coir Research Institute, Coir Board, Kalavoor P.O, Alappuzha - 688 522 from the entrust consultancy services for obtaining **NABL Accreditation** for both the laboratories **Central Institute of Coir Technology**, No. 3A, Peenya Industrial Area, Bangalore-560 058, Karnataka, India, Phone: 080-8394875 and **Central Coir Research Institute, Coir Board, Kalavoor Alappuzha-688522.**

The tender form can be downloaded from the website of the Board www.ccriindia.org or from the Office of the Director, RDTE, Central Coir Research Institute, Kalavoor-688 522, Alleppey, Kerala, PhoneNo.0477-2258094, 2258480

The last date for issue of tender documents is 10.00 hrs on 19th April, 2017. Tenders in sealed cover with EMD for Rs.8000/- (along with the technical bid) in the form of DD drawn in favour of "**The Secretary, Coir Board**" payable at Alleppey or Bank Guarantee equivalent to the EMD amount will be received by the Director, RDTE, Central Coir Research Institute, Coir Board, Kalavoor up to 15.00 hrs. on 19th April, 2017.

A Pre-Bid Meeting will be convened on 18th April, 2017 at 10.30 hrs. at Central Coir Research Institute, Kalavoor, Alappuzha-688522.

The Secretary, Coir Board, Kochi reserves the right to reject any or all tenders without assigning any reason whatsoever. For any clarification contact Central Coir Research Institute, Kalavoor-688 522, Alleppey, Kerala State, India PhoneNo.0477- 2258480, 2258094.-16. Ph.No.0484-2351788, 2351807.


DIRECTOR, RDTE
Central Coir Research Institute,
Kalavoor

COIR BOARD
CENTRAL COIR RESEARCH INSTITUTE
KALAVOOR P.O, ALAPPUZHA
(Ministry of Micro, Small and Medium Enterprises, Govt. of India)

TENDER SCHEDULE

From

The Director, RDTE,
Central Coir Research Institute (CCRI),
Coir Board, Kalavoor P.O,
Alappuzha -688 522

To

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The Central Coir Research Institute, Kalavoor invited sealed tenders for **laboratory accreditation services for CICT and CCRI.**

Due date and time for issue of the tender : Till 10.00 hrs. On 19th April, 2017

Due date and time for pre-bid conference : 10.30 hrs. On 18th April, 2017

Due date and time for receipt of
Completed tender : Till 15.00 hrs. On 19th April, 2017

Due date for opening of Tender
Technical Bid (First stage) : 15.30 hrs. On 19th April, 2017

Due date for opening of Tender
Commercial Bid (Price Bid) second stage : After finalization of first stage Tender

N.B: 1. Tenders received after the due date and time will not be accepted under any
Circumstances.

2. In case the above tender opening date happens to be a declared holiday, the
tender shall be opened on the next working date at the same time.

1. Tender should be submitted to the Director, Central Coir Research institute, Kalavoor, Alappuzha-688 522.
 - 1-1 The Secretary, Coir Board reserves the right to accept or reject any tender without assigning any reason whatsoever
 - 1-2 Tenderer has to abide by the instructions, terms and conditions and specifications contained in the Tender document. Failure to furnish all information required in the Tender document or submission of a Tender not substantially responsive to the Tender document in any respect will be at the Tenderer's risk and may result in the rejection of his Tender.
 - 1-3 This Tender document is not transferable. Not more than one Tender against this Tender document shall be submitted. This will be the case even if they represent two principles as their agents/representative.

2. PREPARATION OF TENDER

Language of Tender

Tender prepared by Tenderers and all correspondence and documents relating to the Tender exchanged by Tenderer shall be in English. If any printed literature in any other language is furnished it shall be accompanied by an English translation, for the purpose of interpretation of tender the English translation shall govern. All particulars shall be legible, type written or printed.

3. DOCUMENTS COMPRISING TENDER

This Tender consists of two parts - Technical Bid (First Stage) and Commercial Bid or Price Bid (Second stage).

a) Technical Bid (First Stage) :

The technical bid prepared by Tenderers shall be labeled "FIRST STAGE TENDER".

It shall contain 2 parts. 'A' part and B' part. The 'A' part is pertaining to the details of the contractor. The 'B' part is pertaining to the details of the work with complete description and services the Tenderer intends to provide.

The format of the technical bid is given in ANNEXURE-1

b) Previous performances

1. Documentary evidence to tenderer's qualification to perform the contract if his tender is accepted, which shall establish to the satisfaction that: the tenderer has the financial, technical and capacity necessary to perform the service and in particular field, has the experience of having laboratory accreditation services. Relevant detail about experience in execution of similar works of should be furnished as per the format in Annexure-2
2. The documentary evidence of work conforming to Tender Document may be in the form of literature, drawings and data, and the Tenderer shall furnish:
 - i. A detailed description of work, essential technical and performance characteristics as per Tender specifications.
 - ii. Earnest Money Deposit @ Rs. 8000/- per tender should be enclosed in the form of D.D. drawn in favour of The Secretary, Coir Board taken from any of the Nationalised Bank or Bank Guarantee equivalent to the EMD amount. (EMD should be enclosed with technical bid)
 - iii. Tenderer shall furnish with the Tender, along with his PAN and the Sales Tax Registration Number of both Central and State with validity period.

4. Commercial bid or Price bid (Second Stage):

The second stage tender covers the price aspect of the service. The price of the service should be inclusive of all type of taxes. The format of the commercial bid is given in Annexure-3. The prices should be for "conducting the service at Central Coir Research Institute, Kalavoor P.O, Alappuzha-6885 522 and Central Institute of Coir Technology, Bangalore.

5. Tender Form

- 5-1 As part of his First Stage Tender, - Technical Bid, Tenderer shall submit the Tender Form in the format furnished in the Tender Document, a detailed description of the service, intensive training, calibration, quality manual, appreciation programme on ISO/IEC 17025 standard, documentation, quality controlling, audit and evaluation of implemented system etc. NO PRICE SHALL BE OFFERED IN THE TENDER FORM IN TECHNICAL BID.

5-2 'B' part of the Technical bid should be furnished separately for each service.

5-3 As part of his Second Stage Tender (Price Bid) Tenderer shall submit the Tender Form, as per format (Price schedule) furnished in the Tender Document duly completed in all respects, which will include the unit price/total price for each service.

6. Payment and Delivery

6-1 The successful Tenderer should give a performance Guarantee of 5% of the quoted amount. All payments to successful Tenderer shall normally be made by means of "Account Payee" cheque.

- Advance up to 30% required will be released against bank guarantee and interest at the admissible rate will be charged.
- Interest at the admissible rate will be charged for advance amount if any released
- Balance Payment will be released after the completion of the service satisfactorily, to the satisfaction and approval from the authority.

6-2 Duties and Taxes

- i. The price quoted on F.O.R. respective site of beneficiaries concerned shall be inclusive of all, taxes and levies. Tenderer shall be solely responsible for payment of these duties and taxes.
- ii. Excise Duty, Sales Tax, Entry Tax and other levies applicable such as additional taxes, surcharges on taxes and incidentals should be separately indicated in the tender. In respect of items which do not attract the levies, the fact should be specifically mentioned in the tender. If any of the item/parts are to be imported, the party may be informed well in advances since Central Coir Research Institute, Coir Board, Kalavoor is having Customs Duty and Central Excise Duty Exemption in terms of Government notification No. 51/96 and 10/97 respectively. This office does not have "C" form or "D" form

6-3 Completion of Service

Service shall be completed within the time limit prescribed in the order. This aspect will be taken up for discussion during the evaluation of the technical bid.

7. Earnest Money Deposit

7-1 Every Tenderer shall furnish, along with Tender Document EMD of ₹ 8000 /-. It has to be furnished in the form of a Demand Draft from any Nationalised Bank in favour of The Secretary, Coir Board, payable at Alleppey, Kerala or Bank Guarantee equivalent to the EMD amount. The EMD will carry no interest. It should remain valid for 45 days beyond the final bid validity period.

7-2 Tenders received without the EMD will be rejected.

7-3 SSI Unit having valid registration with NSIC are exempted for payment of EMD. Attested copy of the registration certificate with NSIC should be attached along with request for tender documents free of cost.

8. Period of validity of Tenders

8-1. The Tender will be valid for a period of 90 days after the date of opening of the Tender prescribed by the Central Coir Research Institute, Coir Board. Tenders with validity for a shorter period are liable for rejection by CCRI, Coir Board as non-responsive.

