

INSTRUCTIONS TO BIDDERS

1. **Mode of Tendering:**

The Vijaipur Unit of National Fertilizers Ltd. has decided to do the procurement through e-tendering mode under TWO Part bid system. The NIT will be posted on our E-Tender Portal <https://etenders.gov.in/eprocure/app> from where the registered vendors will be able to download the tender documents free of cost for participation in the tender and submit their bids online. The tender submission, tender closing and opening will be done electronically and online.

2. NFL has appointed M/s NICS I (National Informatics Centres Services Incorporated), Delhi as its service provider for its e-Procurement solution. Also, as per IT ACT 2000, use of digital signatures certificate shall be mandatory for participating in e-tendering process.
3. The procurement shall be made through e-Tendering process. In this process, the tenders shall be submitted online duly digitally signed and encrypted by the Tenderers using their Digital Signature Certificate on the website <https://etenders.gov.in/eprocure/app>
4. No oral, email, telephonic, telegraphic tenders or tenders submitted in hard copies/ physical form will be entertained.
5. System requirements to participate in the e-Tendering are as under:-

- i. Computer with minimum i3 Processor or equivalent, having 1 GB RAM and 80 Computer with minimum i3 Processor or equivalent, having 1 GB RAM and 80 GB HDD Capacity (MINIMUM)
- ii. Operating System Required :-
 - Window 7 Ultimate / Professional / Enterprises / Ultimate
 - Window XP (Service pack 3 and above)
- iii. Internet Speed of 512 kbps or above
- iv. Browsers : Preferred Browsers Internet Explorer or Mozilla
- v. Adobe Acrobat Profession 6 or above for digitally signing the document
- vi. Java 8 or above (Updated 32 bit Java version & above) – Essential
- vii. Java Setting
 - Download and install Java 8 or above available under 'Download section' Tab on the home page of <https://etenders.gov.in/eprocure/app>
 - After installation, open control panel and click on Java Icon
 - Click 'Security' Tab on the Java Configuration Panel and bring the Security Level to Medium. Click on edit Site List Tab and add the URL name <https://etenders.gov.in/eprocure/app> and click 'Add' Tab and 'OK' Tab
 - Open the JAVA Control Panel and Click the Tab 'Advanced'
 - Select 'Show Console' under Java Console
 - Select 'Always Allow' under JNLP File/MIME Association
 - Select 'Disable Verification (Not recommended) under Mixed code (Sandboxed vs Trusted) Security Version

Once the above Pre-requisites are configured/available in the system, users can Click <https://etenders.gov.in/eprocure/app> and the e-Procurement Portal will be available.

Viii. **Digital Certificate**

For performing e-commerce, class III and above (organization) Digital Certificate required. Digital Signature Certificate (Class III Organizational) are being issued by many Govt. approved (CCA of India) agencies as per IT Act 2000. For your convenience, we have made arrangements to get the Digital Signature Certificate from our service provider M/s NICS I on payment of necessary fees.

- ix Download and install Digital Certificate setup available under Downlaod section link of home page <https://etenders.gov.in/e procure/app> .
6. The above Tender shall be available on URL <https://etenders.gov.in/e procure/app>. The interested Vendors shall visit URL <https://etenders.gov.in/e procure/app> for downloading of the tender documents, bid preparation, hash submission, bid submission etc. Please refer Bidder Manual which is available on the home page of our Service Provider for system requirement, browser configuration, procedures etc.
 7. Tenders are required to be submitted online duly digitally signed and encrypted by using their Digital signature Certificate.
 8. Tenderers are requested to scrutinize the terms and condition of this tender thoroughly along with the general terms & conditions etc. as given in tender documents before proceeding for preparation of Online Bid.
 9. No amendment to Tender would be admissible under any circumstances, whatsoever after the closing date and time of receipt of tenders.
 10. The Earnest Money Deposit is to be deposited with NFL by way of Demand Draft/Bank Guarantee. Though the Vendor is required to upload the scanned image of DD/BG, however, it may be noted that the DD/BG must reach us before the techno-commercial opening (as per tender schedule). In case Vendor fails to submit the requisite EMD prior to bid opening (as per tender schedule), the offer is liable to be rejected and may not be opened
 11. For any queries regarding e-tendering process, you may contact our Service Provider M/s. NICS I or NFL. Contact details are as under:

i. National Fertilizers Limited

i	Name:	Shri K Suresh, Sr. Manager(Matls)
	Email:	ksuresh@nfl.co.in
ii	Name:	Shri Ratan Jayot Singh Bola, AM (Matls)
	Contact No.:	07544-273050 extn. 2304
	Email:	rjs.bola@nfl.co.in

ii. M/s. NICS I (For e-Tender process / Procedure related matters)

Technical Support Contact (For Vendors) Name : Helpdesk Landline No : 0120-4200462,4001002,4001005 EmailID: support-eproc@gov.in ; cppp-nic@nic.in;
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12. All the vendors participating in the online e-procurement have to abide by the process involved in the entire workflow of the e-procurement.
13. NFL is not responsible for any mistake made by the vendor at the time of bidding process. In case any Vendor submits any invalid bid due to any reason whatsoever including typing mistake/human error, such invalid bid will be disqualified and such vendor shall not be allowed to further participate in that tender. The remaining process shall be completed considering the other valid bids.
14. For submitting the price bid through e-Auction, the successful Pre-qualified tenderers will have to use a Class III Digital Signature Certificate issued by any India CA approved by CCA of India as per IT Act 2000. The same can also be obtained from NFL's service provider i.e. M/s. NICS I on payment of necessary fees.
15. It is mandatory for the vendors to use the digital certificate in all their bidding Process.

16. It is the entire responsibility of the vendors to protect their own login id and Password and keep their digital certificate safe so that is not misused by any other person.

17. **Tender Schedule:**

The notice of issue of enquiry and detailed schedule for downloading the NIT documents, submission of bids, tender closing, tender opening, and subsequent clarification/ amendment in schedule etc. shall be communicated to registered vendors separately by email/fax message by our Service Provider. The same is also available on the above mentioned website against this tender. The Tender Schedule is as under:-

Sr.No.	Tender Stage	Date and Time
1	Start Document Download	Mentioned above
2	End Document Download	
3	Due/Submission Date	
4	Techno-Commercial Bid Opening	
5	Price Bid Opening	Will be intimated later on to Techno-Commercially Acceptable Bidders.

Note: After expiry of date & time for a particular activity as mentioned above, that particular activity cannot be done unless the schedule for the same is extended/ amended. Similarly no activity can be done before start date & time specified for that particular activity unless the schedule for the same is proposed/amended

18. The activity defined for vendors are Download of Tender document, Bids Preparation and Hash Submission, Re-encryption of Online bid, Uploading of bids.

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20. During the Download sequence, the vendors who have been invited will be able to download the main tender document and the supporting documents.

21. During the Bid Preparation and Hash Submission Stage, the bidders who have downloaded the tender document during the previous sequence will be preparing their bids and submitting their bid signed hashed online. Additionally, hashes will be generated for each single document (files) that is committed to be part of the bid. The bids will be prepared and hashes will be generated and signed envelope-wise. The signatures will be done digitally using DCs.

22. During Re-encryption of Online Bid sequence the bidders will re-encrypt their bid data and upload the documents for which hashes have been generated and submitted during the bid preparation and hash submission stage. The bids will be re-encrypted with the public key of the proprietary key pair that has been assigned to this tender.

23. **Tender Opening:**

The tenders will be opened electronically by NFL from Vijaipur Office in the presence of representatives of Vendors who wish to attend the price bid opening. The submission of bids may however be done by vendors from their office or from place of their choice or they can visit our Vijaipur Office and use NFL's facilities for preparation and submission of their bids. However bids cannot be submitted after the bid submission due date & time as per the schedule.

Price bid of all the vendors who are techno-commercially acceptable shall be opened electronically.

24. The contract shall be finalized on unit rate basis.

25. NFL reserves the right to negotiate with lowest bidder after conclusion of e-tender process at its sole option. In such case, the negotiations shall be held with lowest bidder only at NFL Vijaipur and prior intimation shall be given by NFL to such bidder.

26. NFL takes no responsibility for delay, loss or non-receipt of EMD sent by post/courier.

27. NFL reserves the right to reject or accept any tender without giving any reason.

28. **System failures and remedial measures thereof/course of action to be followed:**

NFL shall make all out efforts to rectify the problem(s) leading to system failure during the live tendering. However in case the system could not be restored within the reasonable time period as deemed fit by NFL, the following remedial measures shall be taken under such an eventuality:

1	Tender is prepared and released but vendors are not able to submit their bids.	The due date of closing/opening shall be extended suitably.
2	Bids have been submitted but the same cannot be opened by NFL.	The due date of opening shall be extended suitably.

29. **Name & Address of the Consignee/Unit:**

Dy.General Manager (Materials)
National Fertilizers Ltd.,
Vijaipur-473 111,
Dist: Guna (MP)

30. **GST Nos. of Vijaipur Unit**

Taxpayer Trade Name: NATIONAL FERTILIZERS LTD VIJAIPUR GUNA
Taxpayer Legal Name: NATIONAL FERTILIZERS LTD
ID No. 23AAACN0189N2ZB