

MODEL TENDER FORM

**FOR THE PURCHASE OF 50 Kg CAPACITY GOOD QUALITY USED JUTE BAGS
FOR DELIVERY OF CUSTOM MILLED RICE (CMR) PERTAINING TO KMS 2020-21**

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**Punjab State Grains Procurement Corporation Ltd (PUNGRAIN)**

**ANAAJ BHAWAN**

**Sector 39 C, Chandigarh, PIN 160036**

**(ON BEHALF OF ALL STATE PROCUREMENT AGENCIES)**

*COST OF TENDER FORM (To be paid online) : Rs 1000/-*

**PUNJAB STATE GRAINS PROCUREMENT CORPORATION LIMITED  
(PUNGRAIN)**

**Anaaj Bhawan, Sector-39 C, Chandigarh-160036**

**IMPORTANT INSTRUCTIONS FOR BIDDERS**

1. Bids will only be submitted online on the e-Procurement portal of the Government of Punjab i.e. <https://eproc.punjab.gov.in>. Bidders who wish to participate in online tenders will have to register themselves on <https://eproc.punjab.gov.in> for which valid Digital Signature (Class II or III) are required, using which they can sign their electronic bids. Bidders can procure the same from any of the license certifying Authority of India. The bidders will be required to pay applicable registration/ processing fees as per the details available on e-Procurement portal.
2. For any portal related technical queries, prospective bidders can call at 24x7 central helpdesk numbers i.e. 0120-4200462, 4001002, 4001005 and 6277787 or at local helpdesk numbers 0172-2970263, 2970284 from 9:00 AM to 5:00 PM on all government working days or reach through e-mail at [eproc@punjab.gov.in](mailto:eproc@punjab.gov.in), [support-eproc@nic.in](mailto:support-eproc@nic.in).
3. No physical submission of Technical and price / commercial bid will be entertained as it should be furnished online only. No fax, e-mail, SMS, letters or any other form of communication will be entertained for the same.
4. Bids which are not submitted in the prescribed form and/or without deposit of requisite tender fee and/ or earnest money or any other deviation from the terms and conditions of the tender notice shall be rejected out-rightly.
5. Conditional offers/ tenders shall be out rightly rejected.
6. The Technical bids shall be opened **on 13-03-2021 at 11:30 A.M.** in the Committee Room of Pungrain, Anaaj Bhawan, SECTOR 39-C, CHANDIGARH. The date and time for the financial bids will be notified online only to the Technically Eligible Bidders.
7. The tenderer is mandatorily required to submit the documents mentioned in the Terms & Conditions, along with the technical bid. The financial bid of only those bidders shall be opened, who qualify the technical bid.
8. The tenderer(s) shall be at liberty to be present, in person or through their authorized representative(s) at the time of opening of the tender as specified in the Tender. In case, authorized representatives are to be present, they must furnish the authority letter from the tenderer, on whose behalf they are representing otherwise they will not be allowed to participate in the opening of tender.
9. Any attempt direct or indirect, to cast influence, negotiation on the part of the tenderer with the officials/authority to whom he shall submit the tender or the tender accepting officials/authority before the finalization of tenders shall render the tender liable for rejection.
10. Any further communication or corrigendum/ addendum will be published on e-Tendering website only.

**PUNJAB STATE GRAINS PROCUREMENT CORPORATION (PUNGRAIN)  
Anaaj Bhawan, Sector 39-C, Chandigarh- 160036**

**IMPORTANT DATES IN CHRONOLOGICAL ORDER**

|    |                                                               |                                                          |
|----|---------------------------------------------------------------|----------------------------------------------------------|
| 1. | Date of publication of Notice inviting e-Tender in Newspapers | 06.03.2021                                               |
| 2. | Date of availability of MTF on website                        | 02:00 P.M. on 06.03.2021                                 |
| 3. | Last date and Time of Tender Submission                       | 11.00 A.M on 13.03.2021                                  |
| 4. | Date and time of Opening of Technical Bid                     | 11.30 A.M on 13.03.2021                                  |
| 5. | Date and time of Opening of Financial Bid                     | Will Be notified online to technically qualified bidders |
| 6. | Name and Designation of Authority Inviting E-tender           | Managing Director,<br>PUNGRAIN                           |

**PUNJAB STATE GRAINS PROCUREMENT CORPORATION  
ANAAJ BHAWAN, SECTOR 39-C, CHANDIGARH-160036**

**TENDER FORM**

From

Managing Director  
PUNGRAIN  
Chandigarh.

To

\_\_\_\_\_  
\_\_\_\_\_

Gentlemen/Sirs,

Managing Director, PUNGRAIN, Chandigarh, on behalf of all State Procuring Agencies invites e-Tender for the purchase of 4.25 Cr (approx.) **good quality used Jute bags (50 Kg Capacity)** to State procuring agencies FOR in various districts in the State of Punjab **for delivery of Custom milled Rice (CMR) pertaining to KMS 2020-21** under two Bid system 'Technical Bid' and 'Financial Bid'.

- 1. TENDER DOCUMENT CONTENTS:** The Terms and Conditions governing the purchase are attached herewith.
- 2. TENDER FEE (NON REFUNDABLE):** A tender fee (Non-refundable) of Rs 1000/- (Rs. One Thousand) has to be paid through the online payment gateway of the e-portal at the time of submission of the tender.
- 3. SIGNING OF TENDER:** Tender in case of sole proprietor must be signed by sole proprietor. In case of partnership firm, tender form must be signed by all partners or duly authorized partners and in case of company/others/incorporate body, tender form must be signed by person duly authorized by Governing Body/Entity/ authorization of partners.
- 4. SUBMISSION OF TENDER:** The tender has to be submitted through e-tendering website <http://eproc.punjab.gov.in>. Tender and/or amendments submitted after scheduled date of closure of submission of the tenders will not be accepted.
- 5. ACCEPTANCE OF TENDER:** Tenders must be accompanied with all Annexures intact & duly signed and complete in all respects.

**Note:** The Managing Director, PUNGRAIN reserves the right to accept or reject tender(S) without assigning any reason.

**Managing Director, Pungrain**

**TERMS & CONDITIONS OF E-TENDER FOR SUPPLY OF GOOD  
QUALITY USED JUTE BAGS (50 KG CAPACITY) FOR DELIVERY OF  
CUSTOM MILLED RICE (CMR)**

Online e-Tenders are invited for F.O.R supply of 4.25 Cr (approx.) good quality Used Jute Bags (50 Kg Capacity) to State procuring agencies in various districts in the State of Punjab for delivery of Custom Milled Rice (CMR) pertaining to KMS 2020-21.

1. E-Tender has to be submitted in two bid system i.e., "Technical bid and financial bid" for which every tenderer will have to upload separate Technical and Financial bids. Financial bids of only those tenderers shall be opened who qualify in the technical bid. In case of non-qualifying the technical bid, it will render the Tenderer as invalid and the financial bid will not be opened.
2. The entire contracted quantity (ies) shall have to be supplied till 30.04.2021 i.e., the last date of receipt/delivery of Custom Milled Rice (CMR) rice permitted by DFPD, Govt of India. If the last date of receipt of CMR is extended by the GoI in future, such extended last date shall be the last date of supply of used jute bags under this tender.
3. Supply would be accepted in the form of bundles. 10 bundles of 50-50 Bags would be treated as one bale (50 \* 10 = 500 Bags).
4. Each Bundle of 50 Bags should be properly tied.
5. The tendered quantity may increase or decrease at the time of placing of order or during pendency of the contract as per the requirement of State Procuring Agencies and permission of Govt of India.
6. Tenderer should keep their offer valid up to Six months from issuing of supply order or the last date of delivery of CMR fixed by Govt of India whichever is later. The validity of the tender may be extended subsequently as per the mutual consent of the successful tenderer and Pungrain.
7. Tenderers to indicate the quantity that they want to offer against this e-Tender in their bids. Order quantity can be less than Offered Quantity and tenderer is bound to accept the order for less quantity also.
8. Offered Price should be for 1 bag. The rates quoted shall be inclusive of GST and other applicable levies etc. at FOR destinations anywhere in Punjab.
9. Offered quantity should be in the multiple of 50 in view of a bundle comprising of 50 bags.
10. Eligibility Criteria: Every tenderer shall have to fulfil the following conditions to be eligible/ technically qualified for submitting this tender:
  - 10.1 He/ She should be a citizen of India and not less than 18 yrs. of age, if the tender is submitted as an individual/ proprietor. Owners/ Partners/ Directors of rice mills allotted for custom milling to State agencies during KMS 2020-21 are eligible to participate for which they will have to upload letter of allotment or any other proof of being allotted for Custom Milling during KMS 2020-21.
  - 10.2 Person(s) signing the bid shall submit an authority enabling him/ her to do so on behalf of the organization/ company/ firm, e.g., whether signing
    - a) As a "sole proprietor" of the firm or his attorney;
    - b) As a "partner" or "authorized attorney" of the partnership firm;
    - c) As a Secretary/ Manager/ Director/ Karta/ Duly Constituted Attorney etc. of companies and partnership firms registered under the Indian Companies Act, Indian Partnership Act and HUF.

- 10.3 The entity must possess a valid PAN number and GST registration number. Tenderer shall have to upload copies of valid PAN and GST number to be technically eligible.
- 10.4 A Company, firm or individual or rice mills is/are not entitled to participate in the tender, if the same has been blacklisted or proceedings for blacklisting are under consideration by any Central Ministry/Department, State Govt./ Co-operative/ PSU Board or Corporation or Local body. A self declaration to this effect shall have to be uploaded as per the format given in the tender document.

PUNGRAIN will evaluate only those bids that are received in the prescribed formats and complete in all respects. Incomplete and /or conditional bids shall be summarily rejected.

- 11.** There should be no over writing or cutting in the tender form. The tenders containing erases and overwriting will not be accepted unless these are duly attested by the person signing the tender form.
- 12.** The technically successful tenderer, who is found to have quoted minimum rate in the financial bid will be declared as L-1. Pungrain will have the option to negotiate with L1 for price reduction in order to have a reasonable competitive price. The decision of MD Pungrain in this regard would be final.
- 13.** In case the required quantity cannot be supplied by L-1 party (ies), the remaining quantity shall be offered to L-2 and so on at the finalised L-1 rate, till the entire required quantity is reached. PUNGRAIN shall have the right to place order to one supplier or distribute it to more than one supplier at L-1 rate.
- 14.** Testing/ Quality Inspection:\_The Quality of bags shall be determined as per FCI/GoI norms. Inspection will be done by the designated FCI and/or agency representatives at the time of delivery/acceptance of rice in these bags. If officials reject the bags at the time of receipt of rice the supplier shall replace the entire Lot with fresh and prescribed quality Lot on his own expense.
- 15.** Payment shall be made to the supplier(s) on the basis of reimbursement made by DFPD, GoI and only after the delivery/acceptance of CMR in such bags by the FCI.
- 16.** The tenderer/bidder shall ensure that the invoice to be raised with Pungrain/ State agency is compliant with the provisions of the GST law and contains the requisite details in an accurate manner for claiming of tax credits, if applicable, by Pungrain/ State agency.
- 17.** In case the documents submitted by the tenderer are found to be forged/ fabricated at any stage, the Managing Director, PUNGRAIN reserves the right to forfeit the entire EMD/Security money. Also, the tenderer shall be liable for blacklisting and criminal proceedings can be initiated against the tenderer.
- 18.** The acceptance of tender by PUNGRAIN as per terms and conditions shall constitute a valid and legal contract between the buyer and supplier(s). No execution of separate deed would be necessary.
- 19.** In case of any dispute arising out of the provisions of the contract, the matter shall be referred to the sole arbitration of a person appointed by the Managing Director of PUNGRAIN, whose decision shall be final and binding on both the parties. The arbitration proceedings shall take place at Chandigarh only.
- 20.** All disputes are subject to Chandigarh courts only.
- 21.** Force Majeure shall apply.
- 22.** The Managing Director, PUNGRAIN reserves the right to accept or reject any or all tender(s) without assigning any reason thereof.

**TECHNICAL SPECIFICATIONS FOR GOOD QUALITY USED JUTE BAGS (50 KG CAPACITY)**

As per the specifications of used jute bags fixed by Government of India, the used bags to be supplied by the successful tenderers, should conform to the following specifications: -

1. Only sound Jute gunny bags, preferably released from PDS, without any cut or tear or major repair.
2. The ends and pics of the used jute bags should be intact. The dimensions of used jute bags will be of length 94 cm and width 57 cm.
3. The bags should be free from any mildew/ fungal growth so as to prevent grains from pest.
4. Used jute bags shall not be cut/ torn or sunlight affected.
5. The jute bags used for filling of mustard, groundnut etc. shall not be eligible as used jute bags.

**(Specimen of the Self declaration for non-blacklisting of the Firm)**

**(SELF DECLARATION)**

I..... S/o Sh.....,  
R/o.....do  
hereby solemnly affirm and declare as under:

1. That I am the sole proprietor/ authorized partner/ signatory of M/s.....
2. That my firm/ Company wants to bid for supply of used Jute bags (50 Kg Capacity) to Pungrain/ State procuring agencies against tender notice that appeared in the press on 06.03.2021 for the purchase of used Jute bags (50 Kg Capacity).
3. That neither me/ my firm/Company / Society nor any of the partners /Directors/Members has ever been blacklisted by any Central Govt. Ministry/Department, State Govt. or Semi-Govt. or Co-operative Department/ Institution/PSU/ Board/ Corporation.
4. That neither me/ my firm/Company / Society nor any of the partners /Directors/Members are under any litigation on account of quality test failure with any of the State/ Central Govt. or Co-operative Department/ Institution, PSU/Board/ Corporation.
5. That I/ my firm/ Company / Society shall abide by the Terms & Conditions of the tender as laid down by the PUNGRAIN.

Dated:.....

Deponent

**Verification:**

Verified that the contents of my above affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Dated:.....

Deponent



**Financial Bid Format only**

**It is only the format. Financial bid is to be filled  
online only**

**From**

**M/s** \_\_\_\_\_

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

**To**

**Managing Director  
Pungrain, Chandigarh.**

**Sir,**

I/We have read and understood all the terms and conditions of the E-tender published by PUNGRAIN. I/We agree to abide the all the Terms and Conditions of this Tender.

My/our Tender Offered Quantity and Price is as follows:

| Quantity Offered (in Bags,<br>in multiple of 50) | Price Per Bag in Rupees (inclusive<br>of GST and all other taxes) |
|--------------------------------------------------|-------------------------------------------------------------------|
| 1                                                | 2                                                                 |
| <b>TO BE FILLED ONLINE ONLY</b>                  |                                                                   |

**Sign and Seal of the tenderer**