

# **TENDER DOCUMENT**

## **Survey of Onion Varieties in Onion Production Chain in the Country**



### **NATIONAL HORTICULTURAL RESEARCH AND DEVELOPMENT FOUNDATION**

**E.M.D. : Rs.50,000/- (along with tender document)**

**Last date for receipt of tender: 31/03/2023 upto 2:30 PM**

**Date of opening the tenders : 31/03/2023, 3:00 PM**

**Cost of tender documents : 2,000/- only (non- refundable)**

**Address for submitting of  
Tender documents : N.H.R.D.F., Bagwani Bhawan,  
47, Pankha Road, Institutional Area,  
Janakpuri, New Delhi - 110 058  
Phone: 011-28522211, 28525129  
E-mail: [delhi@nhrdf.com](mailto:delhi@nhrdf.com)  
Website: [www.nhrdf.org](http://www.nhrdf.org)**



## **NATIONAL HORTICULTURAL RESEARCH AND DEVELOPMENT FOUNDATION**

Bagwani Bhawan, 47, Pankha Road Institutional Area,

Janakpuri, New Delhi – 110 058

Phones: 011-28524150, 28522211, 45136697

E: mail: delhi@nhrdf.com visit us at www.nhrdf.org

---

Ref. No : NHRDF/Onion/Tender/03/2022-23/ 5933

DATED : 20<sup>th</sup> March, 2023

---

### **TENDER NOTICE**

NHRDF invites sealed tenders from reputed agencies having sufficient experience in development of questionnaire, carrying out field survey and preparation of survey report for development of comprehensive study on agricultural/ horticultural produce particularly on onion production.

The detailed tender documents alongwith terms & conditions can be downloaded from our websites [www.nhrdf.org](http://www.nhrdf.org) and [www.kvkdelhi.org](http://www.kvkdelhi.org) Last date of submission of tender documents complete in all respect is 31/03/2023 upto 2:30 PM at our above mentioned office address and tenders will be opened the same day at 3.PM. NHRDF reserves all rights to accept or reject any or all tenders without assigning any reason therefore.

Director

## BID INFORMATION SHEET

1	Document Description	Tender document comprises the terms and condition for bidding process for Survey of onion varieties in onion production chain in the country
2	Tender No. & Date	Ref. No : NHRDF/Onion/Tender/03/2022-23/ DATED :....
3	Broad Scope of Work for Bidding	NHRDF has identified states from where onion production in major district in Maharashtra, Madhya Pradesh, Karnataka, Telangana, West Bengal, Haryana, Punjab, Bihar, Gujarat, Rajasthan, and Uttar Pradesh,
4	Bid Submission Closing Date	31/03/2023 at 2:30 PM
5	Last date for submission of bid to reach the NHRDF	31/03/2023 at 2:30 PM for Hard copies
6	Bid Opening (Technical bid)	31/03/2023 at 3:00 PM
7	Place of Tender Opening	NHRDF, Janakpuri, New Delhi
8	Officer Inviting Bids	Director, NHRDF, New Delhi
9	Contact Details/Telephone, Fax	Phone: 011-28522211, 28525129, 45136697 E-mail: <a href="mailto:delhi@nhrdf.com">delhi@nhrdf.com</a> Website: <a href="http://www.nhrdf.org">www.nhrdf.org</a>
10	Tender fees (non- refundable)	<b>Tender Fee:</b> All the participating bidders who intend to purchase Tender Document have to pay an amount Rs. 2,000/- in favour of NHRDF. The amount payable at New Delhi is non-refundable.
11	Tender Fee Payable to	NHRDF, New Delhi
12	Total Security Deposit	Successful bidder within 7 days has to pay an amount of 5% of final bid amount through demand draft in favour of NHRDF, New Delhi.
13	Eligibility Criteria	Please refer to the Tender document Clause
14	Process for bid submission	<ol style="list-style-type: none"> <li>1. Bids shall be submitted in hard copies to office of NHRDF Delhi</li> <li>2. The participating bidders in the tender should have appropriate experience and financial capacity.</li> <li>3. Two Bid System will be there 1) Technical 2) Financial Bid.</li> <li>4. Negotiation will be done as per NHRDF policy.</li> <li>5. The Competent Authority reserve the right to negotiate with other bidders also.</li> </ol>
15	Rights reserved with the Department	NHRDF reserves all the right to accept or reject any or all the tenders received without assigning any reasons.
16	General Terms and Conditions	As per tender documents.
17	Earnest Money Deposit	Rs.50,000 in form of DD in favour of NHRDF payable at New Delhi.

## NATIONAL HORTICULTURAL RESEARCH AND DEVELOPMENT FOUNDATION

### **GENERAL TERMS AND CONDITIONS :**

**It is applicable to the Tenderer carry out Development of Survey of onion varieties in onion production chain in the country**

1. The Tenderer shall either be a Government organization or Autonomous body or cooperative organization or a proprietorship firm or a partnership firm or a company registered under the relevant provisions of Companies Act of 1956 or 2013. In support of this tenderer shall produce a certificate in the Proforma prescribed at Annexure-A.
2. The Tenderer should have at least 5 years of experience in the field of survey of agricultural and horticultural commodities.
3. The tenderer should have prior experience and successfully completed assignments related to agriculture/horticulture in public sector, central or state government / autonomous bodies / statutory corporations.
4. The details of States to be covered under the onion production survey with number of districts are given at Annexure-B
5. The tenderer shall have to submit the audited balance sheet & P&L account for the preceding 3 FY i.e.; 2019-20, 2020- 21 and 2021-22.
6. The Tender shall be submitted in English language only. The tender notice and tender document shall form a part of the contract agreement.
7. NHRDF shall not pay any interest on the EMD and shall be returned to all unsuccessful bidders as early as possible within a period of 30 days from the date of issue of the contract award letter to the successful bidder.
8. The successful bidder within 7 working days from the date of acceptance of its offer shall furnish to NHRDF, security deposit of 5% of tender amount (after adjusting the EMD amount) through Demand Draft. EMD of successful bidder already paid shall be returned / adjusted after submission of aforesaid final bid amount by the bidder. EMD and security deposit of successful bidder will be clubbed together
9. If the successful bidder fails or neglects to observe or perform any of his obligations under the contract, it shall be lawful for NHRDF to forfeit either in whole or in part, in its absolute discretion the EMD furnished by the bidder.
10. Issue and/or submission of tender document do not mean that the Tenderer has qualified for award of work.
11. The original tender document shall be submitted with Annexures as per the procedure for submission of tender on or before due date and time. Financial bid is to be placed in separate sealed envelope mentioning on envelope FINANCIAL BID as per Annexure-C.
12. Tender will not be accepted If bidder is in the Banned list of Govt. Organization / PSU. Declaration for non-blacklisting shall be submitted as per Annexure-D.
13. Description of onion varieties utilization for onion production survey in India is given at Annexure-E.

14. NHRDF, reserves the right to reject/accept any or all tenders without assigning any reason thereof.
15. The period of completion of survey and compilation of draft report will be 60 days from date of issue of work order
16. Payment will be made only after successfully completion of survey and submission of report as per actual work order
17. The comprehensive survey may be awarded to one firm or more than one firm as depends up-on competent authority of NHRDF for timely completion of above work
18. Very important instructions to be followed by the Tenderers.
  - i) The tender should be submitted in two bid system. Envelop-1 will contain technical bid and Envelop-2 will contain financial bid. Both envelopes will be put in one envelope.
  - ii) Full address and name of the Tenderer should be indicated on the cover.
  - iii) The cover should also bear the tender no., the last date and time of submission of tender and the date time of opening of the tender.
  - iv) The Tender is likely to be rejected in case above details are not furnished on the sealed tenders.
  - v) Tenderers will have to go through the General Terms and Conditions applicable (as appended) and should note that these conditions are fully agreeable to him.
  - vi) Tenderers may further call for negotiation by the NHRDF committee formed by the Director, NHRDF.
  - vii) A two-stage procedure shall be adopted in evaluating the proposal. Technical evaluation shall be carried out first, followed by the Financial Bid evaluation. After the technical evaluation is completed opening of the financial bids will be done.
  - viii) Technical Bid evaluation Committee of NHRDF shall open all the tenders received in the presence of Bidders or their authorized representatives who wish to be present at the time of opening of Technical Bids.
19. List of documents to be submitted with technical bid are given at Annexure- F.

(Full Signature of the Tenderer with seal  
Name and full address)

Place:

Date:

(To be returned with the Tender in duplicate)

Address & Contact details

The Director  
N.H.R.D.F., Bagwani Bhawan,  
47, Pankha Road, Institutional Area,  
Janakpuri, New Delhi - 110 058  
Phone: 011-28522211, 28525129, 45136697  
E-mail: [delhi@nhrdf.com](mailto:delhi@nhrdf.com) Website: [www.nhrdf.org](http://www.nhrdf.org)

**ORGANIZATION PROFILE**

The Tenderer will submit the Organization information in the attached Annexures:

**Particulars of Tenderer / bidder**

Name of the Bidder	
Name of Proprietorship	
Office Address: Telephone number: Mobile: E-mail ID:	
Registration No. & Nature of the firm i.e., whether	
Government Organization or Autonomous Body or Cooperative Organization or a Proprietorship firm or a Partnership firm or a company registered under the relevant provisions of Companies Act of 1956 or 2013.	
Name and contact person details of all partners/Directors/ members the bidder on the date of submission of bid. (Separate sheet may be attached)	
Name of Authorized contact Person	
Contact details of Authorized Person	
Telephone no.	
E-mail ID:	
Photo ID Card No.	
PAN No. of Bidder (enclosed)	
Client details of completed work of last 5 years on same nature of crop	

**Name of States and districts to be covered under study**

States to be covered under are Maharashtra, Madhya Pradesh, Karnataka, A.P., West Bengal, Haryana, , Bihar, Uttar Pradesh, Gujarat and, Rajasthan.

- Number of districts covered will be around : 37 (no of district may be increase or decreased depend on the approval form the competent authority)
- The increase/decrease in number of districts will be at discretion of the Competent Authority of NHRDF
- Sample size may be as per details given below or as per sampling method being used for survey:

Sample size	Category	Sample Size
A	Dealer	20 each /District
B	Farmers	100 each /District

The sample /district size may be reduced/ increase depends upon decision of competent authority of NHRDF

**States and district cover in study**

S.No	States	Districts
1	Maharashtra	Nashik, Ahmednagar, Pune, & Jalgaon
2	Gujrat	Bhavnagar, Amreli, Rajkot, ,Surendranagar, & Mehsana,
3	Madhya Pradesh	Shajapur, Indore , Mandsaur, Khandwa & Sehore
4	Karnataka,	North Karnataka, Hubli ,Belgaum, & Gadag
5	Bihar	Nalanda, Katihar, Begusarai & Samastipur
6	Haryna	Panchkula, Karnal, & Ambala
7	Rajasthan	Jodhpur Sikar, , Alwar & Jaipur
8	West Bengal	Murshidabad, Hooghly & Nadia
9	Uttar Pradesh	,Ghazipur, , Mirzapur & Varanasi ,
10	Andhara Pradesh	Anantapur, Kurnool & <i>Godavari</i>

**Schedule of Financial Bid:**

To,  
The Director  
NHRDF, New Delhi

Sir,

1. We are submitting submit the financial bid for survey of Comprehensive surveyon utilization onion varieties for production in the country and provide report.
2. We have thoroughly examined and understood all the requirements of the study as well as terms & conditions as contained in the tender document and agree to abide by them.
3. The financial bid is submitted below as per the format provided in Tender.

Description of work	Total cost (INR) for complete study within 60 days. Taxes extra as applicable. To be quoted for sample size <b>A&amp;B</b> separately as per Annexure	Rs.
Planning, designing, survey and analysis of data as per statistical method compilation of report submit the draft & final report (10 copy colour print with binding).	Cost per district/states as per sample size of collected information from the data of different state.	
	Total( Rs)	

Yours faithfully,

Name:

(Signature of Bidder)

(Capacity I which signing)

Stamp of firm

Date:

Place:



**Declaration for non-blacklisting**

(To be submitted on the letterhead of the bidder)

To,  
The Director  
NHRDF, New Delhi

Dear sir,

We confirm that our firm company is not blacklisted as on today for any fraudulent action by NHRDF or by any state/central Government institution / Ministry or Public sector organization.

It is hereby further confirmed that we are duly empowered and entitled to act on behalf of our company / corporation / firm / organization including to sign this document as well as such other documents, which may be required in this connection.

If NHRDF find any deviation from above statement our Tender/ Bid/ work order shall be rejected at any moment & legal action will be initiated against us.

On behalf of (Vender/Provider's name):

Authorized Signature (In full and initials):

Name and Title of Signatory:

Name of firm:

Address:

Seal/Stamp of vendor/provider:

Date:

**Annexure-E****DESCRIPTION OF SURVEY OF ONION VARIETIES IN ONION PRODUCTION CHAIN IN THE COUNTRY**

Sr. No	Item	Description	
1	Name of states to be surveyed	Maharashtra, Madhya Pradesh, Karnataka, West Bengal Haryana, A.P, Bihar, Uttar Pradesh ,Gujarat and Rajasthan.	
2.	No of districts (Approximate)	37	
3.	Name of district	To be given in work order.	
4.	Scope of sample survey:	Category	Sample Size/ District
		Farmers	100
		Dealer	20
5.	Work to be perform.	a) Development of Questionary & approval of the same from NHRDF b) Conduct survey c) Compilation of data collected in sample survey. d) Statistically analysis e) Prepare draft report f) Final submission of presentation of observation report in colour (10 copy) g) The original filled questionnaire should be submitted to NHRDF along with Final report.	

**List of documents to be submitted with technical bid:**

Sr. No.	List of documents	Page No.
1	Technical proposal containing methodology, execution plan, deliverable team, details of primary, secondary data collection etc with all attachments including Annexures and supporting documents etc duly filled and signed on each page by the bidder.	
2	Self-attested copy of documents in support of the minimum eligibility criteria stipulated in the bid document.	
3	Proof of payment of tender fee.	
4	Proof of payment of EMD.	
5	Particulars of Bidder as prescribed	
6	Declaration as per specified format	
7	Certificate of Incorporation, Memorandum & Article of Association and certificate of incorporation of company etc. as applicable.	
8	Power of Attorney in respect of Authorized signatory for signing the bid if applicable.	
9	Letter authorizing the person signing the bid to do so on behalf of the company, if applicable.	
10	Self-attested copy of PAN Card of the firm	
11	Self-attested copy of proof of GST registration number of the firm	
12	Self-attested copy (in PDF Format) of duly audited P&L Account and balance sheet of last 3 financial years.	

## **DECLARATION OF THE TENDERER**

I/we hereby declare and acknowledge that before the submission of my/our tender I/we have carefully followed the general and other condition/ instructions, read and clearly understood all the conditions. Should this tender be accepted in whole or in part, I/we hereby agree to abide by and fulfill all the terms and conditions annexed hereto. If I/we fail to commence and complete the job in the stipulated time the job specified in the tender I/we agree that my/our E. M. D. will be forfeited by National Horticultural Research & Development Foundation (NHRDF).

I/we hereby agree to keep the offer open for 30 days from date of opening of tender.

(Signature of the Tenderer with Name & seal)

Place:

Date: