

## **KERALA CASHEW BOARD LIMITED (KCB Ltd)**

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(GSTIN: 32AAGCK7950A1ZU; IEC: AAGCK7950A)

### **General Tender Terms & Conditions for e-Procurement**

This tender is an e-Tender and is being published online for the import of Raw Cashew nut. The tender is invited in two cover system from the registered and eligible firms through e-procurement portal of Government of Kerala (<https://www.etenders.kerala.gov.in>). Prospective bidders willing to participate in this tender shall necessarily register themselves with above mentioned e-procurement portal.

The tender timeline is available in the critical date section of this tender published in [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in).

#### **A). Online Bidder registration process:**

Bidders should have a Class II or above Digital Signature Certificate (DSC) to be procured from any Registration Authorities (RA) under the Certifying Agency of India. Details of RAs will be available on [www.cca.gov.in](http://www.cca.gov.in). Once, the DSC is obtained, bidders have to register on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) website for participating in this tender. Website registration is a one-time process without any registration fees. However, bidders have to procure DSC at their own cost.

#### **In the case of Foreign Bidders, the following points may be noted:**

- As per the IT ACT, e-procurement portal does not allow to register any DSC issued by CAs other than Indian CAs. However, Some Certifying agencies issue DSC for foreigners without visiting India. The details of which are already made available under the Downloads link of this portal in the title 'DSC for Foreign Bidders' <https://etenders.kerala.gov.in/nicgep/app?page=StandardBiddingDocuments&service=page>

#### **Procedure for Obtaining Digital Signature by Foreign Vendors**

This document gives the procedure to be followed by bidders who are resident of countries other than India for participating in Online Tendering Activity.

As per the IT ACT 2000, all bidders who participate in the online bidding process in this site should possess a valid Digital Signature issued by any of the Digital Signature Certificate (DSC) vendors approved by CCA, India (<https://cca.gov.in>).

The following document gives the procedure that is generally followed by various vendors.

Generally, the documents that are required to be submitted by Foreign Nationals are as follows:

1. Identity Proof (ID Proof) of the person in whose name DSC has to be issued (E.g. Passport copy)
2. Bank account statement in country of residence, duly attested by Indian Embassy / High Commission / Consulate / Apostille in the country where the applicant is currently located. (At least 6 months of Bank transactions) with the proof indicating the account is owned by the Individual.
3. Copy of the Trade license attested by any one of the authorities as specified in Point 2 above.
4. As the Individual is representing the company, an Authorization on company's letter head as given in the form
5. Copy of the Authorization letter or invitation letter from Kerala Cashew Board Ltd. for the participation in the tender .

Once, the DSC is obtained, bidders have to register on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) website for participating in this tender.

### **Online Enrollment of Corporate/Bidder**

Online Enrollment of Corporate/Bidders registration link can be accessed through the link.

<https://etenders.kerala.gov.in/nicgep/app?component=%24WebHomeBorder.%24WebRightMenu.%24DirectLink&page=Home&service=direct&session=T>

- The PAN / TAN is a mandatory field. As foreign bidders need not possess a PAN /TAN they may enter the dummy value TEMPZ9999Z as a PAN number and continue the process. This will be applicable exclusively for foreign bidders or specially exempted sector.
- It is usual practice that the value of conversion is normally done on the day of Financial Bid Opening based on the selling rate as on that date.
- The general instructions regarding foreign bidders can be accessed through the link

The general information for Foreign Bidders is also accessible via <https://etenders.kerala.gov.in/nicgep/app?component=%24DirectLink&page=FAQFrontEnd&service=direct&session=T&sp=SC91IC0K9eVfQlhG1uZF1fw%3D%3D>

Bidders may contact e-Procurement support desk of Kerala State IT Mission over telephone at 0471-2577088/188/388 or through email: [etendershelp@kerala.gov.in](mailto:etendershelp@kerala.gov.in) or [helpetender@gmail.com](mailto:helpetender@gmail.com) for assistance in this regard.

## **B). Online Tender Process:**

The tender process shall consist of the following stages:

- i. **Downloading of tender document:** Tender document will be available for free download on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in). However, Earnest Money Deposit (EMD) shall be payable at the time of bid submission as stipulated in this tender document.
- ii. **Publishing of Corrigendum/updation/Addendum:** No press advertisement shall be issued for the updation/corrigendum/ Addendum. Prospective bidders are therefore advised to regularly visit our website – [www.keralacashewboard.com](http://www.keralacashewboard.com) and [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) and shall not be available elsewhere.
- iii. **Bid submission:** Bidders have to submit their bids along with supporting documents to support their eligibility, as required in this tender document on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in). No manual submission of bid is allowed and manual bids shall not be accepted under any circumstances.
- iv. **Opening of Technical Tender Bid:** The Technical Tender Bid will be opened, evaluated and shortlisted as per the eligibility and technical qualifications. All documents in support of technical qualifications shall be submitted (online). Failure to submit the documents online will attract disqualification. Bids shortlisted by this process will be taken up for opening the financial bid.
- v. **Opening of Financial Bids:** Bids of the qualified bidders shall only be considered for opening and evaluation of the financial bid on the date and time mentioned in critical date's section.

## **C). Documents Comprising Bid:**

### **(i). Single Stage Two Cover System- (Cover I-Technical Tender Bid):**

Technical Tender Bid shall contain the scanned copies of the following documents which every bidder has to upload:

- i) Document 1 : Duly filled and signed Technical Tender Bid form
- ii) Document 2 : Credibility Certificate of not older than one month, issued by a reputed Foreign bank/public sector bank/nationalized bank/scheduled banks showing the capacity of the Tenderer to supply the tendered quantity of Raw Cashew Nut.
- iii) Document 3: Letter of authorization, in the case of authorised agents submitting tender.
- iv) Document 4: Stock Certificate
- v) Document 5: Proof of remittance of EMD

The Kerala Cashew Board Ltd. doesn't take any responsibility for any technical snag or failure that has taken place during document upload.

**(ii). Cover-2 (Financial Bid) :**

The Bidder shall complete the Price bid as per format given for download along with this tender.

**Note:** The blank price bid should be downloaded and saved on bidder's computer without changing file-name otherwise price bid will not get uploaded. The bidder should fill in the details in the same file and upload the same back to the website.

**Fixed price:** Prices quoted by the Bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account. A bid submitted with an adjustable/variable price quotation will be treated as non - responsive and rejected.

**D). Tender Fee**

Tender Fee is not applicable for this tender

**E). Earnest Money Deposit (EMD)**

(D1) **In case of direct exporter and direct seller**, an amount of USD 10000 should be transferred to the account of the buyer (A/c No.37267932550, Kerala Cashew Board Ltd. with State Bank of India, Main Branch, Thiruvananthapuram, India. SWIFT CODE: SBININBB398, IFSC: SBIN0000941) and the scanned copy of the receipt of payment of the EMD should be uploaded along with the tender form. Tenders without payment of EMD as on the last date will be rejected.

To upload the same, bidders shall use **EMD Exemption mode** by following below steps while bid submission:

- 1) Please click **"Yes"** button against the query **"Are you exempted from payment of EMD?"**
- 2) In the following page, select exemption type as **"Percentage"** and enter the Percentage/Amount value as **"100"**.
- 3) In the Upload EMD Exemption document field, **upload and digital sign the proof of EMD remittance with value as USD 10,000/-**.
- 4) Finally, Click **"Next"** to effect the amount in the paid section of payment page.

**Note:** Foreign Bidders shall not click **"Pay Online"** and further, **"Confirm to Pay"** buttons in any circumstances. By doing so, this will cause the eProcurement system to accept tender payments in INR only (via online). The same cannot be reverted.

(D2) **In case of the authorised agent of Direct Exporter and Direct Seller**, the bidder shall pay EMD of INR 7,25,000/- (Rupees Seven Lakh Twenty Five Thousand only) via SBI MOPS payment mode of eProcurement System only. **Please note that EMD Exemption mode is not applicable for above bidders.**

The EMD is required to protect the purchaser against risk of Bidder's conduct, which would warrant the forfeiture of security.

**Online Payment modes:** EMD can be paid in the following manner through e-Payment facility provided by the e-Procurement system

**State Bank of India Multi Option Payment System (SBI MOPS Gateway):** Bidders are required to avail Internet Banking Facility in any of below banks for making tender remittances in eProcurement System.

<b>A) Internet Banking Options (Retail)</b>			
1	Allahabad Bank	32	Kotak Mahindra Bank
2	Axis Bank	33	Lakshmi Vilas Bank
3	Andhra Bank	34	Mehsana Urban Co-op Bank
4	Bandan Bank	35	NKGSB Co-operative Bank
5	Bank of Bahrain and Kuwait	36	Oriental Bank of Commerce
6	Bank of Baroda	37	Punjab and Maharashtra Cooperative Bank
7	Bank of India	38	Punjab National Bank
8	Bank of Maharashtra	39	Punjab and Sind Bank
9	Bassein Catholic Co-operative Bank	40	RBL Bank
10	BNP Paribas	41	Saraswat Cooperative Bank
11	Canara Bank	42	ShamraoVithal Cooperative Bank
12	Catholic Syrian Bank	43	South Indian Bank
13	Central Bank of India	44	Standard Chartered Bank
14	City Union Bank	45	State Bank of India
15	Corporation Bank	46	Syndicate Bank
16	Cosmos Bank	47	Tamilnad Mercantile Bank
17	DCB Bank	48	Tamilnadu Cooperative Bank
18	Dena Bank	49	The KalyanJanataSahakari Bank
19	Deutsche Bank	50	TJSB Bank (Erstwhile Thane JanataSahakari Bank)
20	Dhanalaxmi Bank	51	UCO Bank
21	Federal Bank	52	Union Bank of India
22	HDFC Bank	53	United Bank of India
23	ICICI Bank	54	Vijaya Bank
24	IDBI Bank	55	YES Bank
25	Indian Bank		
26	Indian Overseas Bank		
27	IndusInd Bank		
28	Jammu & Kashmir Bank		
29	JanataSahakari Bank		
30	Karnataka Bank		
31	KarurVysya Bank		
<b>B) Internet Banking Options (Corporate)</b>			
1	Bank of Baroda	21	Laxmi Vilas Bank
2	Bank of India	22	Oriental Bank of Commerce

3	Bank of Maharashtra	23	Punjab & Maharashtra Coop Bank
4	BNP Paribas	24	Punjab & Sind Bank
5	Canara Bank	25	Punjab National Bank
6	Catholic Syrian Bank	26	RBL Bank
7	City Union Bank	27	ShamraoViththal Co-operative Bank
8	Corporation Bank	28	South Indian Bank
9	Cosmos Bank	29	State Bank of India
10	Deutsche Bank	30	Syndicate Bank
11	Development Credit Bank	31	UCO Bank
12	Dhanalaxmi Bank	32	Union Bank of India
13	Federal Bank	33	UPPCL
14	HDFC Bank	34	Vijaya Bank
15	ICICI Bank	35	Axis Bank
16	Indian Overseas Bank		
17	JantaSahakari Bank		
18	Jammu & Kashmir Bank		
19	KarurVysya Bank		
20	Kotak Bank		

During the online bid submission process, bidder shall select **SBI MOPS** option and submit the page, to view the **Terms and Conditions** page. On further submitting the same, the e-Procurement system will re-direct the bidder to MOPS Gateway, where two options namely **SBI** and **Other Banks\*** will be shown. Here, Bidder may proceed as per below:

- SBI Account Holders shall click **SBI** option to proceed with its Net Banking Facility., where bidder can enter their internet banking credentials and transfer the Tender Fee and EMD amount.
- Other Bank Account Holders may click **Other Banks** option to view the bank selection page. Here, bidders can select from any of the 54 Banks to proceed with its Net Banking Facility, for remitting EMD.

*\*Transaction Charges - 1% of transaction value subject to a minimum of Rs. 50/- and maximum of Rs. 150/- . GST Applicable*

*\* Bidders who are using Other Banks option under SBI MOPS Payment Gateway, are advised by SBI to make online payment 72 hours in advance before tender closing time.*

#### **IN THE CASE OF FOREIGN BIDDERS, WHO DOES NOT HAVE AN INDIAN BANK ACCOUNT**

**IN THE CASE OF FOREIGN BIDDERS, THE BIDDERS MAY MAKE THE EMD PAYMENT TO THE FOLLOWING ACCOUNT NUMBER: 37267932550, State Bank of India, Main Branch, Thiruvananthapuram already mentioned at (D1) above.**

**THE PROOF OF REMITTANCE HAS TO BE UPLOADED AS PER THE FOLLOWING PROCEDURE:**

To upload the proof of EMD remittance, please click on EMD Exemption as **“Yes”**. Then upload the EMD remittance document and sign the document digitally and click on **NEXT** to complete the procedure

Any transaction charges levied while using any of the above modes of online payment has to be borne by the bidder. The supplier/contractor's bid will be evaluated only if payment status against bidder is showing **“Success”** during bid opening.

**F). SUBMISSION PROCESS:**

For submission of bids, all interested bidders have to register online as explained above in this document. After registration, bidders shall submit their Technical bid and financial bid online on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) along with online payment of EMD.

It is necessary to click on **“Freeze bid”** link/ icon to complete the process of bid submission otherwise the bid will not get submitted online and the same shall not be available for viewing/ opening during bid opening process.