

**EXPRESSION OF INTEREST  
FOR EMPANNELMENT OF TOLLING UNITS  
FOR  
SUPPLY OF AGROCHEMICALS UNDER  
TOLLING ARRANGEMENT FOR FURTHER  
Marketing in Different States**

**(Existing empaneled Tolling Units need not  
to apply)**



**NATIONAL FERTILIZERS LIMITED  
( A Govt. of India Undertaking )  
Fertilizer Procurement Section**

**A-11, Sector-24, NOIDA (U.P.) - 201 301**

**Phone No : 0120-2412294, Fax No : 0120-2412218**

**CIN : L74899DLI974GOI007417**

**LAST DATE OF SUBMISSION OF APPLICATION: 02.04.2024 BY 3.30 PM**

**e-EOI No : 2024\_NFL\_190900\_1**

**OPENING DATE AND TIME OF APPLICATION :03.04.2024 AT 3.30 PM**

**AT NFL'S NOIDA OFFICE**

**REFERANCE NO : NFL/FPS/Agro Chem/Tolling/2024/01**

**Dated 14.03.2024**

# NATIONAL FERTILIZERS LIMITED

## EXPRESSION OF INTEREST (EOI)

### BRIEF AND PREFACE

#### **About National Fertilizers Limited:**

National Fertilizers Limited, a Public Sector Undertaking under Ministry of Chemicals and Fertilizer, is engaged in production, import and marketing of various fertilizers in the country. The company is also engaged in marketing several Agri Products that are required by farmers. All the products are marketed through Dealer's network across the country.

The Company achieved a turnover of Rs.29616.52 Crore during 2022-23. The Company is desirous to expand its business activity in various dimensions. One of such activity is Agro Chemical marketing. The said activity commenced under Company's brand from 2015-16 and has seen the growth. The Company intends to expand its Agro Chemical marketing activity in a larger way across the country

#### **Whom National Fertilizers Limited is looking for:**

In order to expand Agro Chemical Business activity, National Fertilizers Limited is looking for prospective tolling units who are engaged in manufacturing and packing Bulk Agro Chemicals to desired pack size on behalf of reputed Fertilizer Companies and/ or for Multi National Companies and/ or reputed Indian Agro Chemical companies.

**NFL invites Expression of Interest (EOI) from** Tolling units for supply of Agro Chemicals from time to time in various states. The Tolling unit shall purchase Technical/ Bulk molecules, derivatives and packing material of its own.

The terms and conditions of this EOI are as follows:

1. Applying against Expression of interest (EOI) does not automatically give right to empanelment / registration.
2. NFL reserves the right to reject or accept any application received against EOI without assigning any reason.
3. Application of a company / firm that has been blacklisted by the Govt. of India/other PSUs / any Ministry /Agency of Govt. of India/Any State Govt. Department shall be rejected.

4. This Expression of Interest (EOI) is a request for a pre-qualification proposal only and is issued with no commitment. NFL reserves the right to disqualify any interested party or right to withdraw or to amend any terms and conditions etc. at any stage, should it be so necessary.
5. Timing and sequence of events resulting from this EOI shall ultimately be determined by NFL.
6. Applicants who are found to canvass, influence or attempt to influence in any manner the qualification or selection process, including without limitation, shall be disqualified from the process at any stage.
7. For all the EOIs received before the stipulated last date and time of submission, the proposals and accompanying documentation of the EOI will become the property of NFL and will not be returned after opening.
8. Duration of engagement: The current EOI is for empanelment of prospective Tolling units for a duration **from issuance of appointment letter to 18.05.2026** with provision for extension for another 02 (Two) years from date of issuance of Appointment Letter.
9. Empaneled Tolling units would be formally invited to tender their technical and price bids at a later date. The manufacturing and supply of Agro Chemical by the Tolling units shall be as under:
  - a) Tolling units have to source Technical/ Bulk Agro Chemicals as the case may be at their own cost.
  - b) Packing, Labeling material and other derivatives are to be sourced by Tolling units at their own cost.
  - c) The finished goods in required pack size are then to be supplied to NFL on FOR basis upto desired destinations (Carrying & Forwarding Agent's godown). A fixed amount shall be paid for job work in addition to cost of inputs by Tolling units and cost of transportation from Tolling unit to C&F godowns of NFL (**Annexure-3**). The indicative list of molecules planned for procurement by NFL is attached at **Annexure-1** which may vary from time to time as per requirement of NFL.
10. Licensing and documentations:
  - a) The product shall be manufactured by Tolling unit and Marketed by NFL.

- b) The manufacturing license of Tolling units shall be used for all purposes. Hence the Tolling unit shall be furnishing all required documents to NFL for getting the license for its marketing in various states.
- c) Marketing Agreement shall be made for the total duration of contract i.e from date of issuance of appointment letter to 18.05.2026 + 2 years extension basis which shall be used for obtaining license in various states.

Application to be submitted as per format attached at **Annexure-2** in the e-portal as per instructions placed at **Annexure-4**. A physical copy of the same along with all documents also needs to be sent to NFL's office for confirmation.

## **CRITERIA FOR EMPANELMENT:**

**Criteria for empanelment under various heads along with documents that are required in support of the same are as under:**

### **General Criteria:**

1. Type of Company, whether Partnership / Propertorship / Limited Company (Copy of documents such as partnership deed, Memorandum and Article of Association etc)
2. The units should be in operation for last three years and ready to offer its services to NFL for a period ending 18.05.2026. (Application letter by the tolling unit)
3. The units should have manufactured Agro Chemicals on behalf of MNC and Reputed Indian Agro Chemical Companies/ Fertilizer Companies for last three years. (Certificate from CA indicating the name of molecules with quantity for various companies for last three Financial Years)
4. Information related to Brand of Agro Chemical products of the tolling unit (Copy of registration of Brand and self certification that brand is not marketed in the states indicated in the NIT)
5. Undertaking by tolling units that brand is not marketed in the states of Punjab, Haryana, Rajasthan, UP, Bihar, MP, Chhattisgarh, Jharkhand, Maharashtra, Andhra Pradesh, Telangana, Karnataka and Tamil Nadu (Undertaking in Letterhead to be submitted)
6. Registration under ESI and Group Insurance (Copy of registration)
7. Acceptance of all terms and condition of EOI.
8. Affidavit as per point no 18 of Annexure-2

### **Technical/ Operation criteria:**

1. The unit shall be in operation for last 03 years either for tolling or own manufacturing or both for tolling jobs as well as own production together.(Self certification in letter head along with copy of manufacturing license at the time of inception)
2. The unit should have automatic packing system in place (Technical evidence for such operation).
3. Unit should have valid manufacturing license for various Agro Chemicals (Copy of manufacturing license of all the products under its operation)

4. The units should have Central Insecticide Board registration of each operating molecule (Copy of CIB registration of each molecule)
5. The unit should have valid Pollution Clearance certificate (Copy of valid pollution clearance certificate)

**Financial criteria:**

1. Average annual Turnover / amount of cost of Agro Chemicals manufactured / packed during last 03 years ending 31st March'2023 should be at least Rs.30 Crore (CA Certificate)
2. Should have PAN and GSTIN registration number for the state where the tolling unit is under operation (Copy of PAN and GSTIN)
3. Submission of Profit and Loss account and Balance Sheet for the financial year 2020-21, 2021-22 and 2022-23 (Copy of relevant documents)

**Experience Criteria:**

Experience of having successfully completed tolling job during last 07 years ending 31.03.2023, should be either of the following:

Three completed tolling jobs with cost of Agro Chemicals manufactured / packed being not less than Rs.40 Crore

Or

Two completed tolling jobs with cost of Agro Chemicals manufactured / packed being not less than Rs.50 Crore.

Or

One completed tolling job with cost of Agro Chemicals manufactured / packed being not less than Rs.80 Crore.

(CA Certificate for above to be enclosed)

**Physical Verification:**

The Tolling units who shall be applying against the invitation shall be visited by NFL officials at their Works and/or Offices to ascertain the overall manufacturing process, to verify the claims on various aspects of applicant against which documents were submitted for qualification.

In the event during verification deviations are noticed by NFL officials with reference to documents/ operation of units or any other aspects for which the applicant have submitted their documents shall be rejected without any further reference.

**Annexure-1**

Sl No	Name of Agro Chemical	Brand Name
1	THIAMETHOXAM 25% WG	KISAN-THIAM
2	IMIDACLOPRID 17.8% SL	KISAN-IMIDA
3	IMIDACLOPRID 30.5% SLC	KISAN-IMIDA SUPER
4	EMAMECTIN BENZOATE 5% SG	KISAN-EMAM
5	PROFENOPHOS 40%+ CYPERMETHRIN 4% EC	KISAN-404
6	LAMBDA CYHALOTHRIN 4.9% CS	KISAN-LAMBDA
7	ACEPHATE 75% WP	KISAN-ACE
8	BUPROFEZIN 25% SC	KISAN-BUPRO
9	CHLORPYRIFOS 50%+CYPERMETHRIN 5% EC	KISAN-550
10	CARTAP HYDROCHLORIDE 4% GR	KISAN-CART
11	FIPRONOL 0.3 % GR	KISAN-FIPRO
12	CHLORPYRIFOS 20 EC	KISAN-CHLORI SUPER
13	MONOCROTOPHOS 36% SL	KISAN-MONO
14	TRIZOPHOS 40% EC	KISAN-TRIZO
15	TRYCYCLAZOLE 75% WP	KISAN-TRICLO
16	CARBENDAZIM 12%+MANCOZEB 63% WP	KISAN-CARMAN
17	SULPHUR 80% WDG	KISAN-SULPHUR
18	Thiophanate Methyl 70 WP	KISAN-THIO
19	HEXAXONAZOLE 5 % SC	KISAN-HEXA
20	PROPICONAZOLE 25% EC	KISAN-PROPI
21	Streptomycine Sulphate + Tetracycline Hydrochloride 9:1 SP	KISAN-STREPTO
22	Paraquat Dichloride 24% SL	KISAN-PARA
23	GLYPHOSATE 41 % SL	KISAN-GLYPHO
24	GLYPHOSATE 71 % SG	KISAN-71
25	Metsulfuron Methyl 20% WP	KISAN-MET
26	2,4-D Amine Salt 58% SL	KISAN-D
27	Clodinafop Propargyl 15 wp	KISAN-CLODI
28	PENDIMETHALIN 38.7% CS	KISAN-PENDI SUPER
29	Atrazine 50% WP	KISAN-ATRI
30	PRETILACHLOR 50% EC	KISAN-PRETI
31	Acetamiprid 20% SP	KISAN-ACETA( 20 X 250GM)
32	Azoxystrobin 11%+ Tebuconazole 18.30% SC	KISAN AZOXY (20X250 ML)
33	Bifenthrin 10% EC	KISAN-BIFEN(20X250 ML)
34	Bispyribac Sodium 10%	Kisan Bispyri (100X50 ML)
35	Butachlor 50 % EW	KISAN-BUTA SUPER (40X250 ML)
36	Chlorpyrifos 50 % EC	KISAN-CHLORI (50X100 ML)
37	Diafenthiuron 50% WP	KISAN-DIAFEN( 24 X 250GM)
38	FIPRONIL 5% SC	KISAN FIPRO PLUS (100X100 ML)
39	Imazethapyr 10 % SL	KISAN-IMA ( 4 X 1 LT )
40	Mancozeb 75% WP	KISAN-MANCO (50X100 GM)
41	Oxyfluorfen 23.5 % EC	KISAN-OXY (4X25X100 ML)
42	Pendimethalin 30 % EC	KISAN-PENDI (20X500 ML)
43	Profenofos 50% EC	KISAN PREFENO 20X500 ML
44	Sulfosulfuron 75% WG	KISAN-SULFO(10X13.5 GM)
45	Tebuconazole 10%+Sulphur 65% WG	KISAN TEBU PLUS (10X1 KG)
46	Tebuconazole 25.9 % EC	KISAN-TEBU (10X1 LT)
47	Thiamethoxam 30% FS	Kisan-Thiam Plus (50X100 ML)

(To be given on Party's Letter Head)

To  
DGM (I/c) FPS (I&D)  
National Fertilizers Limited,  
A-11, Sector-24,  
Noida-201301,  
Gautam Budh Nagar, (U.P.)

Date : \_\_\_\_\_

Dear Sir,

**Sub: Application format for Tolling Job for Agrochemicals**

I / We hereby submit my / our application along with required documents, duly signed by me / us.

Name , address & Email Id of the firm:

Office Telephone No : \_\_\_\_\_

Office Fax No : \_\_\_\_\_

Following documents are attached:

1. Type of Company, whether Partnership / Propertorship / Limited Company (Copy of documents such as partnership deed, Memorandum and Article of Association etc to be submitted)
2. The units should be in operation for last three years and ready to offer its services to NFL for a period ending 18.05.2026. (Application letter on their letter head by the tolling unit to be submitted)
3. The units should have manufactured Agro Chemicals on behalf of MNC and Reputed Indian Agro Chemical Companies/ Fertilizer Companies for last three years. (Certificate from CA indicating the name of molecules with quantity for various companies for last three Financial Years to be submitted)
4. Information related to Brand of Agro Chemical products of the tolling unit (Copy of registration of Brand to be submitted)
5. Undertaking by tolling units that brand is not marketed in the states of Punjab, Haryana, Rajasthan, UP, Bihar, MP, Chhattisgarh, Jharkhand, Maharashtra, Andhra Pradesh, Telangana, Karnataka and Tamil Nadu (Undertaking in Letterhead to be submitted)
6. Registration under ESI and Group Insurance (Copy of registration to be submitted)



7. The unit shall be in operation for last 03 years either for tolling or own manufacturing or both for tolling jobs as well as own production together.(Self certification in letter head along with copy of manufacturing license at the time of inception to be submitted)
8. The unit should have automatic packing system in place (Technical evidence/ documents for such operation to be submitted).
9. Unit should have valid manufacturing license for various Agro Chemicals (Copy of manufacturing license of all the products under its operation to be submitted)
10. The units should have Central Insecticide Board registration for Agro Chemicals (Copy of CIB registration of Agro Chemicals molecule to be submitted)
11. The unit should have valid Pollution Clearance certificate (Copy of valid pollution clearance certificate to be submitted)
12. Average annual Turnover/ amount of cost of Agro Chemicals manufactured / packed during last 03 years ending 31st March'2023 should be at least Rs.30 Crore (CA Certificate to be enclosed)
13. Copy of PAN
14. Copy of GSTIN no.
15. Turnover for last three years i.e 2020-21, 2021-22 and 2022-23. Please submit Annual Balance sheet and Profit & Loss Account duly audited.
16. Experience of having successfully completed tolling job during last 07 years ending 31.03.2023, should be either of the following:
  - Three completed tolling jobs with cost of Agro Chemicals manufactured / packed being not less than Rs.40 Crore
  - Or
  - Two completed tolling jobs with cost of Agro Chemicals manufactured / packed being not less than Rs.50 Crore.
  - Or
  - One completed tolling job with cost of Agro Chemicals manufactured / packed being not less than Rs.80 Crore.(CA Certificate for above to be enclosed)
17. Copy of signed and stamped EOI to be submitted as token of acceptance of all terms and conditions of this EOI.

18. An affidavit (on Rs.100/- non judicial stamp paper) duly notarized as under:

Sister/group/associates Company/Concern:

The prospective applicants having any common Partners/Directors/Managing partners etc. or having any other common criteria shall be considered as Sister / Group / Associates Company. In such cases, only one of them will be eligible for participating against the current invitation. Applicant has to submit a declaration in the form of **an affidavit duly notarized**, stating:

- (a) That no other Firm/Sister concern/Associate belonging to the same group is participating/submitted this tender.
- (b) That the Applicant, their associates, Sister concerns etc. have not been black-listed/de-listed or are put on holiday by any Institutional agency/Govt. Dept./Public sector undertaking in the last two years.
- (c) That any licenses/ statutory obligations that expire during the contract period shall be duly renewed by the SELLER without any lapses.
- (d) That there is no sale of company's own brand in the states against which the requirement is sought by NFL

19. List of molecules as per CIB registration certificate is attached (Please attach the list of molecules in letterhead along with copy of CIB registration of each molecule)

I/WE certify that all information furnished by me / us is correct & true and in the event that the information given is found to be incorrect / untrue, NFL reserves the right to disqualify us without giving any notice or reason thereof.

**(Signature & Seal)**

(Proprietor / Authorized Signatory)

**List of C&F Agents located in various states**

Sl No	State	Location	Address
01	Punjab	Bathinda	M/s Vishal Enterprises, SCF-09, Ahata P.S Sidhu, Railway Road, Bathinda, (Punjab) PIN-151001
02	Haryana	Karnal	M/s Mohan Enterprises Near Shiv Mandir,Hansi Road Purani Chungi Near Choudhary Dharam Kanta Karnal – 132001,Haryana.
03	Rajasthan	Jaipur	M/s Agrodyne Services, Plot No-18, Shree Krishna Vihar-A, Road No-18,VKI Area, Opposite Sharad Dharma Kanta, Jaipur- 302013, Rajasthan
04	Uttar Pradesh	Lucknow	M/s Balaji Agri Sales and Services, Plot No-G-130, Phase-2, Parking No-6, Transport Nagar, Kanpur Road, Lucknow-226012 (Uttar Pradesh)
05	Bihar	Patna	M/s Krishna Seeds, Krishna Tower, Dr. Kamal Ashraf Lane, S P Verma Road, Patna-800001 (Bihar)
06	Madhya Pradesh	Indore	M/s Indore Fertilizers, 211, Devdhar Complex, Near Nasia Petrol Pump, Chhawani, Indore-452001 (Madhya Pradesh)
07	Jharkhand	Ranchi	M/s Balajee Traders H/O Mr Rajkumar Arya, Near Tender Bagicha, Tilta, Kathitarnd, Ratu Road, Ranchi-834001
08	Chhattisgarh	Raipur	M/s Basas Seeds International Pvt Ltd, Office No 303B, 3 <sup>rd</sup> Floor, Hotel Punit Building, Dolphin Cloth Market, Pandri, Raipur-492001 Chhattisgarh
09	Maharashtra	Aurangabad	M/s S K Enterprises, Plot No-1, Gut No-114 & 115, Karodi, Mumbai Highway, Opp Rajmata Hotel, Aurangabad-431002 Maharashtra
10	Andhra Pradesh	Guntur	M/s Vijayasai Agro Agencies, Shed No.1, Snehjosh Complex, IDA, Auto Nagar, GUNTUR – 522 001.

			(Andhra Pradesh)
11	Telangana	Hyderabad	M/s Sri Sai Gangotri Fertilizers, Shop No. 1/1 & 1/2 Bennuri Cimplex, Hayat nagar, Ranga Reddy, Hyderabad, Telangana 501505
12	Karnataka	Hubli	M/s Shri Laxminarayan Chemicals & Fertilizers Pvt Ltd, F-33, Lakshmi Complex, Neeligin Road, Hubli-580029 Karnataka

Please note that other locations of C&F godowns in various states shall be included in due course of time depending upon NFL's suitability. The new addition shall be intimated accordingly. Any change in above C&F in due course of time shall also be intimated.

## Instructions to Applicant

### 1. Mode of Tendering:

National Fertilizers Ltd intends to empanel suppliers of Agrochemicals Tolling units to be marketed in under NFL's brand in various states for period ending 18.05.2026 through e-tender in one bid system. The NIT is available on website <https://etenders.gov.in/eprocure/app> from where the registered vendors of PP Thread with NFL 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. Price Bid of technically qualified parties shall be opened electronically.

You are already aware of the process regarding downloading of tender documents, preparation of techno-commercial bid as well as price bid, uploading of techno-commercial as well as price-bids and submitting through online only, opening of bids, participation in reverse auctioning, and other related activities. It is presumed that accordingly, you can submit your bid and participate in this tender as per the requirements of the system. However, in case of any help / clarification, you may contact any one of the following:

a) **M/s. National Fertilizers Limited-Noida**

Name-Rajeev Kumar Sharma, DGM (I/c) FPS (I&D) Contact No.- +91-9312602121 Email – Rajeev@nfl.co.in	Name- A K Ghosh, (Dy General Manager) Contact No.- +91-9871577912 Email – akghosh@nfl.co.in
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b) Any queries relating to the process of online bid submission or queries relating to tender Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is **1800 233 7315**.

- All the vendors participating in the online e-procurement have to abide by the process involved in the entire workflow of the e-procurement. The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. NFL shall not be responsible for any mistake made by the vendor at the time of bid process. In case any vendor submits an invalid bid due to any reason including typing mistake / human error, such invalid bid will be disqualified / rejected with forfeiture of EMD and such vendor shall not be allowed to further participate in that tender. The remaining process shall be completed considering the other valid bids. This shall however, be without any prejudice NFL's right to debar / de-list (*vendors who submit invalid bids*) from future tenders. Such action, if any, shall be taken at the sole option of NFL.
- It is mandatory for the vendors to use the digital certificate in all their bidding Process.
- To participate in e-tendering of NFL, please refer <https://etenders.gov.in/eprocure/app> for System requirement, Browser configuration, procedures etc.
- 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.

### 6. Tender Schedule:

The notice of issue of enquiry and detailed schedule for downloading the NIT documents, submission of bids, tender closing, and tender opening is detailed in NIT. Any corrigendum/amendment shall be published on the above mentioned website.

**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 pre-poned / amended.

#### **7. REGISTRATION AT CPP Portal**

- a) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
- b) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- c) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- d) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- e) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- f) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

#### **8. SEARCHING FOR TENDER DOCUMENTS AT CPP Portal**

- a) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- b) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- c) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

#### **9. PREPARATION OF BIDS AT CPP Portal**

- a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- c) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- d) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

#### **10. SUBMISSION OF BIDS AT CPP Portal**

- a) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- b) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- c) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- d) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- e) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- f) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- g) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- h) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- i) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- j) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### 11. ASSISTANCE TO BIDDERS FOR CPP Portal

- a) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- b) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

12. **Tender Opening:** The tenders will be opened electronically by NFL from Noida office. The submission of bids shall be done by vendors from their office or from place of their choice. 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 and such vendors shall only be allowed to participate in the Reverse Auctioning.

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

#### 14. Important Dates

The following is an indicative timeframe for the overall process. NFL reserves the right to vary this timeframe at its absolute and sole discretion and without providing any reasons thereof. However changes to the timeframe will be communicated to the affected Respondents during the process.

Particulars	Details
Tender Number	NFL/CMO/ABD/AgChem/Tolling/2024/01
Tender Title	<b><u>Empanelment of suppliers of Agrochemicals Tolling Units for marketing in different states.</u></b>
Date of Publishing of RFP	<b>14.03.2024 at 11:00 hrs</b>
Documents Download Start Date & Time	<b>14.03.2024 at 12:00 hrs</b>
Date and Time of Bid submission start	<b>14.03.2024 at 13:00 hrs</b>
Bid submission last date & time	<b>02.04.2024 at 15:30 hrs</b>
Bid opening and Application opening date & time	<b>03.04.2024 at 15:30 hrs</b>
Place of Opening of Bids	NFL's Corporate office at Noida
Contact Persons for any clarifications/ Submission of Bids	Rajeev Sharma /A K Ghosh
Contact Numbers	0120 2412515, 3292201-08 Fax: 0120-2412218

*NFL reserves the right to change/amend the tender schedule (date and/or time) and shall intimate all the suppliers by email/fax/telephonically, of such changes along with*



*notice of revised schedule. However, it shall be the responsibility of the bidder to visit the designated website regularly as per the time schedule to get the details of any such changes, as the same shall be available against this tender on the said website. NFL shall not be responsible if a bidder is not able to participate in any activity related to this tender due to change in tender schedule.*

15. The Tender Enquiry number must appear on all correspondence and documents. While submitting the bids, Tenderer shall ensure the completeness of the information/documents as detailed in the tender document.
16. Any clarifications on procedure, tender specification both technical and commercial can be had from above mentioned address / e-mails at any time before tender closing date and time either personally or by post at least 7 days prior to closing date of the Tender. Postal delays shall not cause postponement of tender processing date & tenderers in their own interest shall take all steps that are necessary for them to participate in tender well in time.
17. All information sought by NFL during tender evaluation shall be provided within the time set out in the communication on the subject. Failure of tenderer to comply with requirements of NFL within stipulated time shall entitle NFL to proceed with the tenders on the basis of information available with it. No responsibility for postal delays shall rest on NFL.
18. Tender shall be submitted under a One stage Bid system electronically as specified below: