



भारतीय कृषि अनुसंधान परिषद / Indian Council of Agricultural Research
महात्मा गांधी समेकित कृषि अनुसंधान संस्थान

Mahatma Gandhi Integrated Farming Research Institute

पिपराकोठी, मोतिहारी (पूर्वी चंपारण), बिहार/ Piprakothi, Motihari (East Champaran), Bihar

Camp Office : ICAR Research Complex for Eastern Region

ICAR Parisar, P.O.: B.V. College, Patna – 800014, Bihar

Tel. : +91-612-2223962/2226024 (O), Fax. : +91-612-2223956

BIDDING DOCUMENTS FOR THE BIENNIAL CONTRACT FOR PROVIDING SECURITY SERVICES AT MAHATMA GANDHI INTEGRATED FRRMING RESEARCH INSTITUTE, PIPRAKOTHI, MOTIHARI.

**Document to be submitted online
for**

(Technical & Financial Bid as per Schedule of requirement)

NOTICE INVITING ONLINE TENDER

File No. IRCER/19-20/P&S-49(C)/Security Services

Dated: 04.07.2019

The Mahatma Gandhi Integrated Farming Research Institute (MGIFRI), Motihari is a public funded Research Organization under the Indian Council of Agricultural Research, Department of Agricultural Research and Education, Ministry of Agriculture and Farmers Welfare, Government of India. The OSD, MGIFRI, Motihari, Bihar, India, invites e-tenders through the website URL :<http://eprocure.gov.in/eprocure/app> under two bid systems from eligible and qualified bidders for **Biennial Contract for providing security services at MGIFRI, Piprakothi, Motihari**. This is an online tender, where only e-Tender will be accepted and no offline/hard copies will be accepted.

CRITICAL DATE SHEET

Tender Enquiry No.: IRCER/19-20/P&S-49(C)/Security Services	
Date of release of Tender through e-procurement	04.07.2019
Document Download Date	04.07.2019
Bid Submission start Date (on line)	04.07.2019
Bid Submission End Date and Time (on line)	26.07.2019 (3.00 PM)
Date and Time for Opening of Technical Bids	27.07.2019 (3.00 PM)
Last date for Receipt of Tender fees, EMD and other documents at ICAR-RCER, Patna	26.07.2019 (3.00 PM)
E.M.D to be paid in the shape of Demand Draft in favour of “ ICAR Unit, NRC-IF, Motihari ” and payable at “ Patna ” obtained from Nationalized Bank only.	Rs. 200000.00 (Rs. Two lakh only)
Tender Document Fee to be paid in the shape of Demand Draft “ ICAR Unit, NRC-IF, Motihari ” and payable at “ Patna ” obtained from Nationalized Bank only.	Rs. 1000.00 (Rs. One thousand only)
Address for Communication	Officer on Special Duty, MGIFRI, Camp Office at ICAR Research Complex for Eastern Region, ICAR Parisar, P.O.: Bihar Veterinary College, Patna – 800 014 (Bihar)
Tender fees and EMD should be submitted to the Officer on Special Duty, MGIFRI, Camp Office at ICAR Research Complex for Eastern Region, ICAR Parisar, P.O.: Bihar Veterinary College, Patna – 800 014 (Bihar) before bid submission end date and time by Post/Speed Post/Courier only.	

INVITATION TO TENDER AND INSTRUCTIONS TO TENDERERS

IMPORTANT NOTES:-

1. The OSD, MGIFRI, MOTIHARI HEREBY INVITES ONLINE BIDS FOR SERVICE CONTRACT FOR PROVIDING SECURITY SERVICES AT MAHATMA GANDHI INTEGRATED FARMING RESEARCH INSTITUTE, PIPRAKOTHI, MOTIHARI.
2. The Institute is not bound to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in whole or in part. Other conditional Tenders will not be accepted.
3. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.
4. Goods and Service Tax will be paid by this Institute as per applicable rate. However other applicable taxes after awarding the contract in respect of this contract shall be payable by contractor and Institute will not entertain any claim whatsoever in this respect. The applicable TDS or any other tax which is as per the rules of the Govt., shall be deducted at source from monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time by government.
5. OSD of the Institute reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the tenderer.
6. Decision of the OSD of the Institute shall be final for any aspect of the contract and binding to all parties. Disputes arising, *if any*, on the contract, will be settled at his/her level by mutual consultation and in case of failure of settlement, the dispute shall be referred to the sole arbitrator to be appointed by the OSD of the Institute. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.
7. Tender Documents can be downloaded from the ICAR-RCER website www.icarrcer.in or from the Central Public Procurement Portal [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) Bidders should enroll/register in the e-procurement module of Central Public Procurement Portal through the website: [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) for participating in the bidding process. Bidders should also possess a valid Digital Signature Certificate (DSC) for online submission of bids.
8. **Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.**
9. MGIFRI, Motihari will not be responsible for any delay in enrollment / registration as bidder or submitting /uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) and enroll their Digital Signature Certificate and upload their quotation well in advance.

10. Any change/corrigendum/extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.
11. MGIFRI, Motihari reserves the right to accept/reject any or all the tenders in part/full without assigning any reason thereof.

Assistant Administrative Officer (P)



भारतीय कृषि अनुसंधान परिषद / Indian Council of Agricultural Research

महात्मा गांधी समेकित कृषि अनुसंधान संस्थान

Mahatma Gandhi Integrated Farming Research Institute

पिपराकोठी, मोतिहारी (पूर्वी चंपारण), बिहार/ Piprakothi, Motihari (East Champaran), Bihar

Camp Office : ICAR Research Complex for Eastern Region

ICAR Parisar, P.O.: B.V. College, Patna – 800014, Bihar

Tel. : +91-612-2223962/2226024 (O), Fax. : +91-612-2223956

INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. For Online Bid Submission as per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. More information useful for submitting the online bids on the CPP Portal is available/obtained at [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app). Manual/offline bids shall not be accepted under any circumstances.

For Registration

2. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.

3. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tender stipulate any condition of his own, such conditional tender is liable to be rejected.

4. OSD, MGIFRI, Motihari, reserves the right to reject any tender/bid wholly or partly without assigning any reason.

5. The Technical Committee constituted by the OSD, MGIFRI, Motihari shall have the right to verify the particulars furnished by the bidder independently.

6. The services should be delivered at Mahatma Gandhi Integrated Farming Research Institute, Motihari and the supplier shall be responsible for any damage during the contract period.

7. All the tender documents & price bid to be uploaded as per this tender are to be digitally signed by the bidder.

8. All the communications with respect to the tender shall be addressed to: **OSD, MGIFRI, Camp office at ICAR RCER, ICAR Parisar, P.O.: Bihar Veterinary College, Patna-800 014.**

9. The bidders are required to upload scan copy of documentary evidence in support of the following qualification criteria as essential qualification.

- a. **Annexure-I – Pre Qualification criteria sheet**
- b. **Annexure-II – Mandate Form for Banking details**
- c. **Annexure-III – Tender Acceptance Letter**
- d. **Annexure IV- Certificate**
- e. **Annexure-V - A certificate should be enclosed that no legal suit/criminal case pending or contemplated against the Proprietor of the agency or any of its directors on grounds of moral turpitude or for violations of any of the laws in-force. Also, that the firm has never been blacklisted by any Government authority during the last 05 years. The agency must enclose this declaration at the time of submission of bid.**

TECHNICAL BID

- a) Registration certificate of the firm (as a Sole Proprietor/Partnership Firm/Company) for carrying out such work contracts under the Central Govt. /State Govt along with valid certificate under the Private Security Agencies (Regulation) Act 2005 (PSARA) in Bihar State of India.
- b) Minimum turnover of the firm should not be less than **Rs. 1.00 Crore (Rupees One Crore only)** in each financial year during the last five financial years (Financial year 2013-14 to 2017-18).
- c) The Firm, should have an **Experience of continuous five years in the field of providing such security services** in **Central Govt. establishments/Autonomous bodies of Govt. of India/ Corporations of Govt. of India/reputed public or private organizations.** Bidder should also *provide the details in the following tabular form.* Year wise experience certificate with clear indication of “Satisfactory Services” for the last 5 years (2013-14 to 2017-18) must be provided.

Details of continuous 5 years experience/work done.

Sl. No.	Name of the Deptt./ Organization & Name of contact Person with Ph. No.	Period		No. of staff deployed	Available at page no.	Remarks
		From	To			

- d) Certified Balance Sheet and ITR of the firm for last five years (**2013-14, 2014-15, 2015-16, 2016-17 and 2017-18**) of the service contract by the chartered accountant.
- e) Duly certified copies of the satisfactory services of the firm should be enclosed for continuous five years with clear indication of “Satisfactory Services”.
- f) Employee EPF registration certificate issued by Govt. of India/State Government etc.
- g) Employee ESI registration certificate issued by Govt. of India/State Government etc.
- h) The contractor/agency must have a registration (for its past/ongoing contracts) under the Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour license under this Act.
- i) Nos. of staff/supervisors registered under ESI & EPF separately has to be provided. A firm must have a minimum 100 Nos. of Security Guards/Supervisors with their ESI & EPF contributions. Documentary proof of ECR and Successful Transaction Receipt of EPF and ESI for last 12 months has to be attached.

- j) Goods and Service tax registration certificate issued by Govt. etc.
- k) Whether the firm has any legal suit criminal case pending against it for violation to PF/ESI, Minimum wages Act or other laws (give details). The firm/agency must enclose a certificate indicating that there is no criminal/legal suit pending or contemplated against them.
- l) Registration with Income Tax Department (Copy of PAN & IT returns for last five financial years {i.e. 2013-14, 2014-15, 2015-16, 2016-17 and 2017-18}).
- m) The Agency should enclose copies of the payment made to its existing labour/personnel (minimum 100 nos.) for the last two months in terms of salary through Bank and EPF/ESI payment to them, in support of the condition (individual statement to be enclosed.)

- n) Copy of valid ISO Certificates.

All the above documents are mandatorily required based on which the evaluation of Technical Bid will be made. In case if any mandatory information (as required from 9 (a) to 9(n) as mentioned above) is not furnished alongwith the valid supporting documents, the Technical Bid is liable to be rejected. Only those Financial bids, whose Technical Bids are found responsive, will be opened on specified date/time, fixed by the office.

FINANCIAL BID

- (a) Price Bid as BoQ.xls
- (b) **Undertaking of Price Bid.**

**Sd-
Assistant Administrative Officer (P)**

**GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE
CONTRACT FOR PROVIDING SECURITY SERVICES FOR TWO YEARS
AT FOLLOWING SECURITY POINTS AT MAHATMA GANDHI
INTEGRATED FARMING RESEARCH INSTITUTE, MOTIHARI**

Sr. No.	Details of Security Points with Area (in Sq. ft.)	No. of security points	No. of Shift	No. of Security personnel
1.	MGIFRI, Piprakothi, Motihari:-	---		
i)	Unarmed security – Round the clock at MGIFRI Gate (Facing Piprakothi, School),	1	3	3
ii)	Unarmed security at MGIFRI Gate (Facing National Highway) (6.00 AM to 10.00 PM)	1	2	2
iii)	Unarmed security at Service Gate of MGIFRI (Towards Navodaya School) (6.00 AM to 10.00 PM)	1	2	2
iv)	Unarmed security – Round the clock for Entrance Gate at Office Building.	1	3	3
v)	Unarmed Security-- Farm Area of MGIFRI (Round the Clock)	2	3	6
vi)	Supervisor	--	--	1

Scope of Work: The work of providing of security services for the above mentioned security points at MGIFRI, Piprakothi, Motihari shall have to be undertaken without causing any damage to the ICAR properties. In case, any damage is caused by the guards deployed by the contractor to do the work of security for this Institute. The same shall be made good by the contractor. The agency shall also have to ensure that there is no theft of the moveable /immovable property within the premises of the Institute. In case any such theft occurs, the responsibility for the same shall rest with the agency and the agency shall have to make good the loss caused to the ICAR on account of such theft. For this purpose, the agency shall keep strict vigil on all entry points with a view to preventing entry of unscrupulous elements into the Complex.

1. The Bidder(s) may note that ONLINE BIDS will ONLY be accepted. All the requisite supporting documents as mentioned in the bid document should and must be uploaded On-line <http://eprocure.gov.in/eprocure/app>. The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted/ processed, in any case.

2. The validity of the contract is only for a period of ONE YEAR extendable with mutual consent, if required.

3. Bidders are requested to study the terms and conditions of the tender carefully and then submit tenders accordingly. They may, if necessary, visit the Institute to study the layouts.

4. The Agency/Bidder is advised to do a complete survey of all the buildings/area of MGIFRI before offering rates.

5. The bidders may submit duly filled and completed bidding document ONLINE as per instruction contained in the bidding documents. Incomplete bid shall be rejected. The conditions of tender shall be governed by the details contained in complete bid document.
6. The rates should be quoted as per the BOQ uploaded on the CPP Portal. Taxes, if any, should be indicated separately. The bidders are advised to download this BOQ.xls as it is and quote their offer/rates in the permitted column and upload the same in the Financial Bid. The Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with MGIFRI, Motihari.
7. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time. The MGIFRI, Motihari reserves the right to accept or reject any or all the tenders.
8. Bid Validity: 180 days.
9. The detailed instruction for online submissions of bid(s) through e-procurement module of Central Public Procurement of NIC, the bidder(s) may visit following link <http://eprocure.gov.in/eprocure/app?page=HelpForContractors & service=page>.
10. **Bid Security (EMD)** : The units registered with National Small Industries Corporation (NSIC) or the concerned Ministry or Department shall be exempted from the payment of Bid Security (Earnest Money Deposit) as defined under **General Financial Rules , 2017**. In such case, copy of the certificate showing registration with the above mentioned institutions to be uploaded in Cover-I of the e-tender in PDF format.
11. In case the unit is not covered as above, should submit the offer along with the **Bid Security (EMD) for the amount {in the form of Demand Draft only ,** in favour of “ICAR UNIT- NRC-IF, Motihari” payable at Patna.
12. The scanned copy of Earnest Money Deposit/Tender Fee by way of Demand Draft in PDF form should be included in Cover-I of the E-tender. The offers without bid security will be rejected.
13. The EMD will be returned to the unsuccessful bidders.
14. The EMD will be forfeited if the bidder fails to accept the order based on his/her offer/bid or fails to supply the items.
15. **The successful tenderer, irrespective of its registration status, in the event of receiving award for supply for a contract value above Rs.2,00,000.00 shall have to deposit**

performance security at the rate of 5% (five percent) of the contract value within 10 days of receipt of confirmed Contract Award Order.

16. The Institute is under no obligation to accept the lowest or any tender received in response to this tender notice and is entitled to reject any tender without assigning any reason whatsoever.

17. **Evaluation of the quotation:-** The Institute will evaluate and compare the quotations/BOQ determined to be substantively responsive i.e. whichever quotations/BOQ are properly signed and fulfill all the eligibility conditions, conform to the terms and conditions and meet the minimum wages criteria and other statutory requirement. The Institute will award the contract to the responsive bidder whose total cost for all the items put together is the lowest.

18. **TERMS OF THE CONTRACT:-** Initially, the terms of the contract will be for **two years**. On the expiry of the contract or on its termination, the MGIFRI reserves the right to renew the contract on yearly basis on the terms and conditions that may then be mutually agreed upon.

19. **MODE OF PAYMENT:-** The agency shall submit monthly bills along with the proof of depositing Tax and EPF & ESI contribution for the personnel engaged at the site for the job performed during the preceding month on the first working day and the Institute shall make payment by means of online payment through RTGS/NEFT, in favour of the agency. However, taxes which are as per the rules of the Govt. of India as well as Govt. of Bihar shall be deducted at source from monthly bills of the successful tenderer. The agency shall make payment to their employees through cheques or transfer into the employee's bank account only.

20. **TERMINATION:-** This contract can be terminated by giving one month's notice on either side if the services of the firm are not found satisfactory. In such an event, the work of security points at MGIFRI, Motihari shall be arranged from other source at the expenses of the defaulting firm. Any notice required to be served shall be sufficiently served on the parties, if delivered to them personally or dispatched at the address given hereinunder through registered post.

21. **LOSS AND / OR DAMAGES:-** In case of any loss or damage done to the property of the Institute by the personnel provided by the agency for sanitary duties at MGIFRI, Motihari, full damages will be recovered from the Agency and decision of the OSD, MGIFRI shall be binding on it.

22. The OSD, MGIFRI, Motihari reserves the right to reject any or all quotations in whole or in part without assigning any reason therefor. The decision of OSD, MGIFRI shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.

23. All the personnel deployed will perform their duty in proper uniform and will maintain a smart turn out. The agency shall, at its own cost, provide suitable uniforms (both Summer and Winter) to the personnel with identity cards. Uniform should be new alongwith firm's logo, cap etc.

24. All essential items for security services and general cleanliness services personnel like Torch, Lathi, cleaning material, etc. will be provided by the agency at its own cost.
25. The agency shall employ good and reliable persons with robust health and clean record preferably within the age group of 21 to 50 years. In case any of the personnel so provided is not found suitable, the Institute shall have the right to ask for their replacement without giving any reasons therefore and the agency shall on receipt of a written communication will have to replace such persons immediately.
26. The staff provided should also maintain secrecy and discipline in the premises of Institute.
27. The staff provided should be capable of reading and writing Hindi.
28. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost etc. The ICAR shall not bear any extra charge on any account whatsoever i.e. EPF contribution, Uniform, Liveries, OTA etc.
29. They have to verify all the office buildings, rooms after 6.00 PM to ensure as to whether all building is locked properly.
30. They should not give lenient or casual impressions in the duties and they should be alert and attentive.
31. They should observe movement of all the staff, labourers and visitors etc.
32. Proper entries are to be made while handing over key to any staff of ICAR and while taking over too.
33. The security and general cleanliness personnel should follow strict attendance and alternative arrangements are to be made by the agency whenever any Security Supervisor/sanitation person/Security Guards going on leave under intimation to this office.
34. Changing of Security Supervisor/ Guards should be intimated to the Caretaker.
35. The Security/Sanitation staff should follow the codal formalities of Security System while on duty.
36. Contractor shall pay the bonus at pro-rate basis along with monthly salary. Actual bonus paid by the contractor to the deployed man-power may be reimbursed by MGIFRI on monthly basis, after submission of the proof of making payment.
37. The contractor will discharge all his legal obligations in respect of the workers/guards to be employed/ deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force

that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the Council from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of OSD, MGIFRI shall be final and binding on the contractor.

38. The contractor shall keep a complaint register with his Supervisor, and it shall be open to verification by the authorized officer of Institute for the purpose. All complaints should be immediately attended to by the Agency.

39. The contractor shall issue photo I-Card to the personnel's deployed in the complex/colony for performing duty, which will be duly signed by him and displayed by them on their persons while they are in duty.

40. The contractor will have to provide maximum number of ex-servicemen, retired employees of Para military forces of properly trained security personnel's and having at least one year experience for security work.

41. The contractor shall not sublet the work without prior written permission of the Institute. In case the contractor intends to sublet the work to some sub-contractor, the contractor must furnish prior information to this effect, in its bid itself; in that case, the sub-contractor, too, must fulfill all the requirements to be fulfilled by the Contractor as per the terms and conditions of this contract.

42. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.

43. The Agency shall have to provide Telephone numbers for 24 hours contact.

44. The Agency should abide by rules laid down by any statutory authority relevant to the deployment of security guards.

45. No accommodation will be provided by this Institute for the security personnel engaged by the agency.

46. For further information/spot inspection about the proposed area to be entrusted to provide surveillance the officer incharge of security at MGIFRI, Motihari may be consulted.

47. It is mandatory for the agency to maintain all statutory registers in connection with their work at the Institute campus and produce them as and when demanded by the authorities of the Institute and Labour Commissioner or its authority.

48. Double duty of the security guard or behind prescribed duty hour will not be allowed.

49. The persons so provided by the agency under this contract will not be the employee of the Institute and there will be no employer-employee relationship between the Institute and the person so engaged by the contractor in the aforesaid services.

50. Income Tax will be deducted from the payments due for the work done as per rule.

51. They should not leave their points unless and until the reliever comes for shift duties, supervisor will maintain all the registers, which are kept at concerned Section.

52. Changing of Staff/Supervisor should be intimated to the OSD, MGIFRI, Motihari.

53. The Contractor must employ adult labour only. Employment of child labour may lead to the termination of the Contract.

54. The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt., State Govt. relating to this contract made applicable from time to time.

55. The contractor shall make payment of wages by Cheque or Account transfer (to those employees having bank account) to his personnel engaged by him by 7th of the following month in the premises of MGIFRI in the presence of an officer designated for the purpose by competent authority of MGIFRI, so that there is no disruption in the performance of duties of deployed personals.

Wages should be according to Minimum Wages Act and other relevant statutory Acts applicable for State/Central Govt. MGIFRI reserves the right to check periodically payment of wages made by Contractor to security personnel's deployed.

BILLS MUST BE SUBMITTED IN TRIPLICATE ALONG WITH PERSON-WISE DETAILS OF EPF AND ESI CONTRIBUTIONS DEPOSITED IN THEIR INDIVIDUAL ACCOUNT.

FURTHER, THE AGENCY MUST, ALONG WITH THE BILLS AND EPF AND ESI DETAILS, PROVIDE THE PHOTOCOPY OF BANK CHALLAN USED TO MAKE THE DEPOSIT/PAYMENT FOR EPF AND ESI CONTRIBUTIONS BY THE CONTRACTOR ON MONTHLY BASIS.

56. The contractor shall maintain register for making the attendance by Supervisor deployed by him, which can be seen/verified by an authorized officer of ICAR periodically.

57. It is mandatory for the agency to maintain all statutory registers in connection with their work at the Institute campus and produce them as and when demanded by the authorities of the Institute and Labour Commissioner or its authority.

RECOVERY OF LOSS/DUES

For any loss or damage or theft etc., if any is noticed due to negligence on the part of the security agency/individual, the agency shall meet the cost and also be require to compensate such loss for

which the agency has to execute an Indemnity bond of appropriate value on on-judicial paper against any loss of MGIFRI property, assets and immovable/movable properties.

LEGAL OBLIGATIONS:-

All personnel employed by contractor shall be engaged by him as his own employees in all respects express or implied. The responsibilities whatsoever, incidental or direct, arising out of or for compliance with or enforcement of the provisions of various Labour Laws/Industrial Laws of the country, shall be that of the contractor, He shall specifically ensure compliance with the following Laws/Acts and their Enactments/Amendments:-

The contract Labour (Regulation & Abolition) Act., 1970
The contract Labour (Abolition & Regulation) Central Rules, 1971
The Minimum wages Act., 1948
The Employer's Liability Act., 1947
The Payments of wages Act., 1936
The Factories Act., 1948
The Workmen's Compensation Act., 1923
The Employees Provident Funds and Misc. Provisions Act.,1952
The Payment of Bonus Act., 1976
The Equal Remuneration Act., 1976
The Industrial Disputes Act., 1947

LIQUIDATED DAMAGES CLAUSE:

1. That the contractor shall be responsible for the faithful compliance of the work award order. Any breach or failure to perform the same may result in termination of the work order and forfeiture of the security deposit.
2. An amount of Rs. 2000/- will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not up to the mark in any point it will be brought to the notice of supervisory staff of the firm by ICAR and if no action is taken within one hour liquidated damage clause will be invoked.
3. Any misconduct/misbehavior on the part of manpower deployed by the agency will not be tolerated and such persons will have to be replaced immediately.
4. If the required no. of security guard/supervisor is less then the minimum required as per, a penalty of Rs.2000/- per guard per shift per day will be deducted from the bill.

EQUAL QUOTED RATE CLAUSE:

In the event of the lowest bid prices quoted equally by two or more bidders, the contract will be awarded to the bidder, who fetches maximum marks in the technical evaluation, as per the following merits:-

Sl. No.	Technical Evaluation Criteria	Weightage (100 Marks)		
1.	Years of providing satisfactory security services alongwith proper certificate upto satisfactory level.	Max 30 Marks		
		a)	Minimum 5 years	7.5 marks
		b)	5 years to 8 Years	15 marks
		c)	8 years to 10 Years	22.5 marks
		d)	10 years and above	30 marks
2.	Number of personal registered, with EPF/ESIC facility (along with their EPF/ESIC No.)	Max 30 Marks		
		a)	Minimum 100	7.5 marks
		b)	101-200	15 marks
		c)	201-300	22.5 marks
		d)	Up To 400	30 marks
3.	Average Annual Turnover (in Indian Rupees) in last five years (2013-14 to 2017-18)	Max 20 Marks		
		a)	Minimum 1 Crore	5 marks
		b)	1 Crore to 2 Crore	10 marks
		c)	2 Crore to 5 Crore	15 marks
		d)	5 Crore and above	20 marks
4.	Special Certification held with Agency : Max 20 Marks (calculated cut-off date will be 31 st March 2019)	Max 20 Marks		
		a)	ISO certified more than 2 years	05 marks
		b)	ISO certified for 3 to 4 years	10 marks
		c)	ISO certified for 5 to 6 years	15 marks
		d)	ISO certified for more than 8 years	20 marks

Important Note:

1. In case of more than one successful lowest bidders (L-I), the work/contract will be awarded to the firm which got highest marks in the technical evaluation.
2. In case of tie in the technical score, the firm with more no. of years in experience will be preferred.
3. In case of tie in the experience also, the firm with more turn over in the financial year 2017-18 will be preferred.

The OSD, MGIFRI reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of OSD, MGIFRI shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.

The OSD, MGIFRI, Motihari reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of OSD, MGIFRI, Motihari shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.

Assistant Administrative Officer (P)

Form of Agreement
(On Indian Non Judicial Stamp Paper)

AGREEMENT DEED

This agreement is made at _____ on this _____ day _____, 2019 between Mahatma Gandhi Integrated Farming Research Institute, Piprakothi, Motihari, a unit of the Indian Council of Agricultural Research, a Society registered under the Societies Registration Act, 1860, through the OSD, MGIFRI (Herein after called first party) of the First Party and _____ having its office at _____ (hereinafter called the work agency) of the other part.

WHEREAS the One Part/First Party desired to avail the security on job/service contract basis for the purpose of carrying out the security and watch and ward of their property etc.

NON THEREFORE it is agreed by and between One Part/ First Party and the security agency as under:-

1. The security agency shall carry out the security and watch & ward of the Mahatma Gandhi Integrated Farming Research Institute, Motihari as per the requirement and instructions given to them by the authorities of one part/first party from time to time for a period of **two years** w.e.f. _____ to _____.
2. A list showing the jobs to be carried out by the work agency is mentioned in the bid document. However, these are only guidelines. Additional jobs or modifications in the job will be carried out with the approval of the authorities of the One Part/ First Party.
3. The Security Agency shall render the services on the job contract basis at the rate of **Rs. _____ per month**. Which includes EPF contribution, ESI contribution and any other statutory provisions and liabilities to be discharged by the security agency.
4. Security guards to be deployed shall be preferably ex-servicemen with robust health and clean record preferably within age group of below 50. The watch and ward will be round the clock and 7 days of the week and as per our declared requirement and shall be changed as per requirement of the One Part/First Party from time to time. In case there is any change in employment of the Security Guard, such change shall be intimated to the Security Agency in writing well in advance.
5. The Security agency shall employ their own staff/employees as may be required for the purpose of execution of the work, which shall be subject to the approval of the One Part/ First Party authorities.
6. The Security agency agrees to discharge all their legal obligations of their employees in respect of their wages and other service conditions and shall also comply with all the rules, regulations and provisions of law in force that may be applicable to them from time to time, viz. statutory obligations under Contract Labour (Regulation & Abolition) Act 1970, Minimum Wages Act, Workmen's Compensation Act, EPF & MP Act, Industrial Dispute Act etc. The security agency agrees to indemnify and keep indemnified the one part/first party from any claims, loss or damages that may be caused to the one part/first party on account of

the work agency's failure to comply with their obligations under the various law towards their staff/employees employed by them or any loss of damage to one part due to acts/commissions of other part.

7. The stationery items like register, scales, writing pads, pencils, staplers etc. will not be provided by the One part/First Party and Uniforms will not allowed to be washed in the One Part/First Party premises. The uniform of the security personnel's and other related items as mentioned above will be provided by the security agency. The One Part/First Party has to pay only the amount which has been agreed to as per items No.3.
8. The security agency shall submit their bills after the completion of each month during the first week of the following month of the services rendered previous months to OSD, MGIFRI. The payment will be made by cross Cheque on receipt of confirmation regarding satisfactory execution of services by the officer authorized, for the purpose. In case, the services are not provided up to the satisfaction of the authorities, suitable deduction will be made from the payment at the discretion of OSD, MGIFRI whose decision shall be final and binding on the security agency.
9. The security agency agrees to get all the security staff members and their employees insured against any liability arising under the Workman's compensation act or under the common law. The security agency agrees to indemnify against any claim that the One Part/ First Party may have to meet in respect of their staff members and/or Workman/employees on account of any accident or for any other reason.
10. It is further clarified that under no circumstances, the staff member and/or the Workmen/employees of the work agency shall be treated, regarded or considered or deemed to be the employees of the One Part/ First Party and the security agency alone shall be responsible for their remuneration, wages and to their benefits and services conditions of all the employees deployed by the agency and shall indemnify and keep indemnified the One Part/ First Party AGAINST ANY CLAIM THAT may have to meet towards the employees of the security agency.
11. Further, it is agreed that the security agency will ensure that no theft or damages to the One Part/First Party property should take place during the tenancy of the service contract of the security Agency. In case any theft or damage to the One Part/First Party property occurs during the service contract period with the security agency due to the negligence of the security staff/employees of the security Agency, the security agency shall be held responsible for such losses and damages, if after a properly constituted enquiry (consisting of two members of the One Part/First Party) and one member of the security agency come to the conclusion that the loss is attributable to the negligence on part of working personnel of the security agency. Related financial loss will be recovered from existing bill. The security Agency shall attend all the police cases from time to time during the contract period, if required.
12. The security agency will provide the security services at the rates mentioned in the foregoing paragraph round the clock in three shifts running from 6.00 am to 2.00 pm, 2.00 pm to 10.00 pm and 10.00 pm to 6.00 am. **The security supervisor of the security agency should be present to supervise the security work invariable between the shift from 6.00 am to 2.00 pm, 2.00 pm to 10.00 pm and 10.00 pm to 6.00 am. The role of responsibility of Security Supervisor will be given to one senior most of the security guard as decided by the agency.**

13. If any question or dispute arise between the parties hereto or their representatives with respect to the meaning or effect of any clauses of this agreement or about the rights of liabilities of the parties hereto, than such a question or dispute shall be referred to the arbitrator and such arbitrator shall be appointed by the One Part/First Party his award shall be governed by the provisions of the Arbitration & Conciliation Act 1996 for the time being in force in Indian Union and shall be binding on both the parties hereto.
14. Notwithstanding anything contained in clause 13 it is expressly agreed and understood that the One Part at its sole discretion will terminate the agreement in case of following contingencies:
15. If the security agency fails to execute the work entrusted to the satisfaction of the One Part of which the One Part/First Party shall be the sole judge.
16. If the security agency fails to discharge their legal obligations towards the employees security personnel's employed at One Part/First party premises.
17. If for any reason whatsoever, the security agency is not able to perform their part under this agreement for continuous period of ten days or more.
18. If the security agency commits breach of any of the clauses of the agreement.
19. If the One Part/First Party is required to pay any damages and/or compensation and/or any payment to their customers/visitors on account of any negligent action and/or misbehavior on part of the security agency.
20. If the security agency is unable to give proper account of tools, equipments etc. entrusted to them for their custody and fail to return when demanded for the execution of work under this agreement.
21. The security agency shall inform the One Part/First Party immediately of their having been granted the approval by the Government of India to operate as Private Security Agency under regulation of Employment and Welfare Act 1981. The security agency shall obtain the license under section 12 of the contract labour (Regulation & Abolition) Act 1970 from the Competent Authority and shall also keep them registered with any other concerned authority as required by any other law. During the currency of agreement security agency shall have license under section 12 of the Contract Labour (R & A) Act 1970. In default of these agreement will be liable to be terminated.
22. The One part/First Party will not be made liable to answer any officials under security Funds board. It shall be the sole responsibility of the security agency to satisfy any of the officials of the Security Guards Board.
23. Under no circumstances, the One Part/First Party shall be made liable or additional monetary involvement than what has been mutually agreed.

PENALTY CLAUSE:

i) The Security Supervisors and Security guards on duty must possess cap, proper uniform, lathi, whistle, torchlight, name badge, shoes and identity card etc.

No Security Supervisors/Security guards perform double duty, in case if they are found performing double duty or remain absent from the duty a penalty of double the wages shall be recovered from the security bill.

iii) A daily list of Security Supervisor and Security Guards on duty should be provided to this office.

iv) A detailed list of Security Supervisor and Security Guards alongwith their photographs attested by the agency including permanent address should be provided to the office for record before taking over the charges of security.

In case of any of the above contingencies, the One Part/First Party will have the right to terminate this agreement forthwith without notice and will not be liable to any damages and/or loss, which may be suffered by the Work Agency on account of termination of this agreement.

In WINTNESS, whereof, the parties herein to have set their respective hands on this day of

For and on behalf of
OSD, MGIFRI _____

For and on behalf of the Agency
for providing Contractual Services

Signature
Name & Designation and
Stamp/seal

Signature
Name with Designation

Witnesses:-

1. Signature Name/Address

2. Signature Name/Address

(On the letter head of the Firm)

Pre Qualification criteria Sheet

Name of the Firm	:			
Tender Reference No.	:			
Name of the Tender/work	:			
Check List				
Sl. No.	Details	Submitted (Yes/No)	If Yes, Page No.	Remarks
1	Registration certificate of the firm (as a Sole Proprietor/Partnership Firm/Company) for carrying out such work contracts under the Central Govt. /State Govt along with valid certificate under the Private Security Agencies (Regulation) Act 2005 (PSARA) in Bihar State of India.			
2	Minimum turnover of the firm should not be less than Rs. 1.00 Crore (Rupees One Crore only) in a financial year during the last five financial years (Financial year 2013-14 to 2017-18).			
3	The Firm, should have an <u>Experience of continuous five years in the field of providing such security services</u> in Central Govt. establishments/Autonomous bodies of Govt. of India/ Corporations of Govt. of India/reputed public or private organizations. Bidder should also provide the details in the tabular form . Year wise experience certificate with clear indication of “Satisfactory Services” for the last 5 years (2013-14 to 2017-18) must be provided.			
4	Certified Balance Sheet and ITR of the firm for last five years (2013-14, 2014-15, 2015-16, 2016-17 and 2017-18) of the service contract by the chartered accountant.			
5	Duly certified copies of the satisfactory services of the firm should be enclosed for continuous five years with clear indication of “Satisfactory Services”.			
6	Employee EPF registration certificate issued by Govt. of India/State Government etc.			
7	Employee ESI registration certificate issued by Govt. of India/State Government etc.			
8	The contractor/agency must have a registration (for its past/ongoing contracts) under the Contract Labour (Regulation and Abolition) Act, 1970.			

	The contractor shall obtain the labour license under this Act.			
9	Nos. of staff/supervisors registered under ESI & EPF separately has to be provided. A firm must have a minimum 100 Nos. of Security Guards/Supervisors with their ESI & EPF contributions. Documentary proof of ECR and Successful Transaction Receipt of EPF and ESI for last 12 months has to be attached.			
10	Goods and Service tax registration certificate issued by Govt. etc.			
11	Whether the firm has any legal suit criminal case pending against it for violation to PF/ESI, Minimum wages Act or other laws (give details). The firm/agency must enclose a certificate indicating that there is no criminal/legal suit pending or contemplated against them.			
12	Registration with Income Tax Department (Copy of PAN & IT returns for last five financial years {i.e. 2013-14, 2014-15, 2015-16, 2016-17 and 2017-18}).			
13	The Agency should enclose copies of the payment made to its existing labour/personnel (minimum 100 nos.) for the last two months in terms of salary through Bank and EPF/ESI payment to them, in support of the condition (individual statement to be enclosed.)			
14	Copy of valid ISO Certificates.			

Signature of Bidder with Official Seal

(Printed on letter head of firm)

Annexure-II

Name of the Firm : -----

Registered/Postal Address : -----

1.	Phone number/Mobile number	
2.	E-mail Address	
3.	PAN No.	
4.	VAT/TIN no., if applicable	
5.	Bank Details : Bank Name Branch Address Account no. Type of account (Current/Savings)	

DECLARATION BY THE BIDDER

1. I have read and understood the tender terms and conditions relevant to Tender Document
2. I have submitted the Technical Bid in accordance with the Terms and Conditions of the above Tender Document.
3. The information furnished in the Technical Bid are true and factual and I clearly understand that our tenders are liable for rejection, if any information furnished is found to be not true and not factual at any point of time.
4. I would abide by the terms and conditions governing this tender. In case if I fail to supply as per requirement, I would be fully responsible for all the consequences that may arise and RCER can exercise appropriate action like black listing in addition to forfeiting of EMD. I shall pay the difference of higher cost involved and other related expenses paid if any for supply of the product.
5. The Commercial Bid is separately submitted against this tender.

SEAL & SIGNATURE OF BIDDER

**TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)**

Date:

To,
The Officer on Special Duty
Mahatma Gandhi Integrated Farming Research Institute,
Piprakothi, Motihari – 845429 (BIHAR) INDIA

Sub: Acceptance of Terms & Conditions of **Biennial Contract for providing security services at MGIFRI, Piprakothi, Motihari..**

Tender Reference No: _____

Name of Tender / Work: - _____

Dear Sir,

I/ We have downloaded / obtained the tender document(s) for the above mentioned ‘Tender/Work’ from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.

I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Autonomous Body/Organization/Public sector undertaking.

I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

(To be given on Company Letter Head)

CERTIFICATE

This is to certify that our firm..... is dealing with various organization of Central/State Govt./ICAR Institute from..... years. We have fulfil all the work/supply order of respective department/ICAR institutes within time limit with full satisfaction.

(Name and Signature of the Bidder, with Official Seal)

प्रमाण पत्र

प्रमाणित किया जाता है कि हमारे फर्म मेसर्स के द्वारा पिछले वर्षों में केन्द्र/राज्य सरकार के विभिन्न कार्यालय/भारतीय कृषि अनुसंधान परिषद के विभिन्न संस्थानों को अपनी सेवायें दिया जा रहा है। वर्णित वर्षों के दौरान केन्द्र/राज्य सरकार के विभिन्न कार्यालय/भारतीय कृषि अनुसंधान परिषद के विभिन्न संस्थानों से प्राप्त समस्त कार्य आदेश/क्रय आदेश को नियत समय में संतोषजनक रूप से पूरा/पूर्ति किया गया है।

निविदाकर्ता फर्म का नाम एवं पता

हस्ताक्षर सील सहित

(To be given on Company Letter Head)

TO WHOM IT MAY CONCERN

We hereby certify that our firm..... has no legal suit/criminal case pending or contemplated against the Proprietor of the agency or any of its directors on grounds of moral turpitude or for violations of any of the laws in-force. Also, that the firm/agency has never been black listed by any Government or semi Government authority during the last 05 years.

(Name and Signature of the Bidder, with Official Seal)

DECLARATION TO BE SUBMITTED BY BIDDER/BIDDER

1. I/We agree to keep the offer of this tender valid up to 180 days from the date of receipt of the tender and not to modify the whole or any part of it for any reason within the above period. If I/we withdraw the tender, EMD may be forfeited.
2. I/We hereby distinctly and expressly declare and acknowledge that before the submission of tender, we have made such examination of the tender documents and such investigation of the work required to be done, as to enable us to thoroughly understand convenient, agreements, stipulations and restriction contained in the contracts and agree that we will not hereafter make any claims or demand to MGIFRI, Motihari based upon on arising out of any alleged misunderstanding or misconception or mistake on our part of the said requirement.
3. I/We shall not assign the contract or any portion of the contract to anyone.
4. If my/our tender is not accepted, the EMD shall be returned on my/our application. If my/our tender is accepted, the earnest money shall be retained by RCER, Patna up to the submission of acceptance letter of contract award to the office and till deposition of 10% of total cost as required under the contract.
5. If upon written intimation to me/us by the MGIFRI, Motihari, I/we fail to attend the said office on the date fixed therein or I/ we fail to deposit security deposit and entered into the required agreement deed as defined in the terms & conditions in tender documents, then I/we agree to the forfeiture of the earnest money. Any notice required to be served on me/us hereunder shall be sufficiently if delivered to me/us personally or forwarded by post or left at my/our address given herein, such notice shall be deemed to have been served.
6. I/We agree to identify and keep indemnified the first party from any claims, loss or damages that may be caused to the first party on account of my/ our failure to comply with their obligations.
7. I/We have fully understood that the written agreement to be entered between us and MGIFRI shall be the foundation of the rights of both the parties and the contract shall not be deemed to be complete until the agreement has first been signed by us and then by the officer authorized to enter into contract on behalf of Mahatma Gandhi Integrated Farming Research Institute, Motihari.

Signature of Contractor & Seal

Address:-

Contact No.

(To be given on Company Letter Head)

Financial Bid/Price Bid Undertaking

UNDERTAKING

1. I submit the Financial Bid for “**Biennial Contract for providing security services at MGIFRI, Piprakothi, Motihari.**” as envisaged in the Tender document of tender id.
2. I have thoroughly examined and understood all the terms and conditions as contained in the Tender document, and agree to abide by them.
3. I offer the rate(s) as indicated in the Financial Bid inclusive of all applicable charges, duties and taxes except Goods and Service Tax. The rates are in Indian Rupee.
4. I understand and agree that in case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
5. I also agree that the quoted rates shall remain firm throughout the tenure of the contract and no revision will be considered for any reason.

Place:

Date:

SIGNATURE OF BIDDER & STAMP

Instructions for Online Bid Submission

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). 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.

More information useful for submitting online bids on the CPP Portal may be obtained at: <http://eprocure.gov.in/eprocure/app>.

REGISTRATION:

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link “Click here to Enroll” on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. 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.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. 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.
6. 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.

SEARCHING FOR TENDER DOCUMENTS

1. 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.
2. 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.
3. 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.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. 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.

3. 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 formats. Bid documents may be scanned with 100 dpi with black and white option.
4. 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” 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.

SUBMISSION OF BIDS

1. Bidder should login to the site well in advance for bid submission so that he/she 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.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. The Bidder has to select the payment option as “Offline” to pay the tender fee/ EMD as applicable and enter details of the instrument.
4. The Bidder should prepare the EMD as per 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.
5. A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bid in the format provided and no other format is acceptable. The 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 the name of the bidder) No other details should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BOQ file found to be modified by the bidder, the bid will be rejected.
6. 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.
7. 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 bid is maintained using the secured Socket Layer128 bit encryption technology. Data storage encryption of sensitive fields is done.
8. The uploaded tender documents must become readable only after the tender opening by the authorized bid openers.
9. 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.
10. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority or the relevant contact person indicated in the tender.
2. 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. The contact number for the helpdesk is 1204200462

General Instructions to the Bidders

1. The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in pdf format.
2. Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the website <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".
3. Tenderer are advised to follow the instructions provided in the "Instructions to the Tenderer" for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <http://eprocure.gov.in/eprocure/app>

KIND ATTENTION: FOR TAKING ASSISTANCE, IF ANY

CPP Portal website: www.eprocure.gov.in

Assistant Admn.Officer