



भारतीय कृषि अनुसंधान परिषद का पूर्वी अनुसंधान परिसर
कृषि प्रणाली का पहाड़ी एवं पठारी अनुसंधान केन्द्र
प्लाण्डु, राँची - 834010 (झारखण्ड)
ICAR Research Complex for Eastern Region
Farming System Research Centre for Hill and Plateau Region
Plandu, Ranchi - 834010 (Jharkhand)



**STANDARD ONLINE (E-PROCUREMENT MODE) BIDDING DOCUMENTS FOR
THE JOB WORK CONTRACT FOR PROVIDING FARM AND FIELD SERVICES
AT ICAR RESEARCH COMPLEX FOR EASTERN REGION, KRISHI VIGYAN
KENDRA, RAMGARGH**

**Document to be submitted online for
(Technical & Financial Bid as per Schedule of requirement)**

NOTICE INVITING ONLINE TENDER

File No. RC-Ranchi/20-21/Pur-39-2/KVK/Job Work Contract

Dated: 8.6.2021

The ICAR Research Complex for Eastern Region, Krishi Vigyan Kendra, Ramgargh 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 Director, ICAR-RCER, Patna invites e-tenders through the website [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) under two bid systems from eligible and qualified bidders for **Biennial Job Work Rate Contract for providing Farm and Field services at ICAR Research Complex for Eastern Region, Krishi Vigyan Kendra, Ramgargh.**

CRITICAL DATE SHEET

Tender ID (To be allotted by portal after uploading of tender)	
Tender Reference No.	RC-Ranchi/20-21/Pur-39-2/KVK/Job work contract
Date of release of Tender through e-procurement Portal	8.6.2021
Bid Submission Start Date (Online)	10.6.2021
Last date for Receipt of Tender fees and EMD at ICAR-RCER, FSRCHPR, Ranchi	29.6.2021 (12.30 PM)
Last Date & time for submission of online Bid	29.6.2021 (12.30 PM)
Date & time for opening of technical Bid	30.6.2021 (1.00 PM)
E.M.D to be paid in the shape of Demand Draft in favour of “ Head, ICAR-RCER, RC, Ranchi ” obtained from Nationalized Bank only.	Rs. 9,000.00 (Rupees nine thousand only)
Tender Document Fee to be paid in the shape of Demand Draft “ Head, ICAR-RCER, RC, Ranchi ” obtained from Nationalized Bank only.	Rs. 1,000.00 (Rupees one thousand only)
Address for Communication	The Head, ICAR Research Complex for Eastern Region, Farming System Research Centre for Hill and Plateau Region, Plandu, Ranchi 834010.
	Sd/- Assistant Administrative Officer

INVITATION TO TENDER AND INSTRUCTIONS TO TENDERERS

IMPORTANT NOTES:-

1. The Head, ICAR-RCER, FSRCHPR, Ranchi hereby invites online bids for JOB WORK/SERVICE CONTRACT FOR PROVIDING ALLIED SERVICES RELATED TO FARM AND FIELD SERVICES AT ICAR RESEARCH COMPLEX FOR EASTERN REGION, KRISHI VIGYAN KENDRA, RAMGARGH.
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 or any other tax applicable or made applicable 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. However the Goods and Service taxes 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. Director 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 Head of the Centre 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 Director 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. ICAR-RCER, FSRCHPR, Ranchi 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. ICAR-RCER, FSRCHPR, Ranchi reserves the right to accept/reject any or all the tenders in part/full without assigning any reason thereof.

**Sd/
Assistant Administrative Officer**



भारतीय कृषि अनुसंधान परिषद का पूर्वी अनुसंधान परिसर
कृषि प्रणाली का पहाड़ी एवं पठारी अनुसंधान केन्द्र
प्लाण्डु, राँची - 834010 (झारखण्ड)
ICAR Research Complex for Eastern Region
Farming System Research Centre for Hill and Plateau Region
Plandu, Ranchi - 834010 (Jharkhand)



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. Head, ICAR-RCER, FSRCHPR, Ranchi reserves the right to reject any tender/bid wholly or partly without assigning any reason.
5. The Technical Committee constituted by the Head, ICAR-RCER, FSRCHPR, Ranchi shall have the right to verify the particulars furnished by the bidder independently.
6. The services should be delivered at ICAR Research Complex for Eastern Region, Krishi Vigyan Kendra, Ramgargh 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: **The Head, ICAR Research Complex for Eastern Region, Farming System Research Centre for Hill and Plateau Region, Plandu, Ranchi – 834010.**
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** : **Checklist**
- b. **Annexure-II** : **Mandate Form for Banking details**
- c. **Annexure-III** : **Certificate about non blacklisting**
- d. **Annexure-IV** : **Tender Acceptance Letter**
- e. **Annexure V** : **Certificate**
- f. **Annexure-VI** : **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.**

g. **Annexure-VII : Financial Bid/Price Bid undertaking.**

h. **Details of Tender Application Fee & Earnest Money Deposit.**

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.
- b) Minimum turnover of the firm should not be less than **Rs. 5.00 lakhs (Rupees five lakhs only)** during the last two financial years (2018-2019 to 2019-2020).
- c) The Firm, should have an **Experience in the field of providing such type of services of continuous two years in last five years (w.e.f. 2016-17 to 2020-2021)** in ICAR institute / State Agricultural Universities / 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.**

Details of continuous 2 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) Duly certified copies of the satisfactory services of the firm should be enclosed for continuous two years (w.e.f. 2016-17 to 2020-2021)
- e) Employee **EPF registration certificate in any state of India.**
- f) Employee **ESI registration certificate in any state of India.**
- g) 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.
- h) Nos. of staff/supervisors registered under ESI & EPF separately has to be provided. A firm must have a minimum 20 Nos. of Staff/Supervisors with their ESI & EPF contributions. Documentary proof of ECR and Successful Transaction Receipt of EPF and ESI for last 3 months has to be attached.
- i) Goods and Service tax registration certificate issued by Govt. etc.

- j) Whether the firm has any legal suit criminal case pending against it for violation to EPF/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.
- k) Registration with Income Tax Department (Copy of PAN & IT returns for last three financial years **(2017-2018, 2018-2019 & 2019-2020, if available)**).
- l) The Agency should enclose copies of the payment made to its existing labour/personnel (minimum 20 nos.) for the last three months in terms of salary through Bank and EPF/ESI payment to them, in support of the condition (individual statement to be enclosed.)

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(m) 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**

GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE CONTRACT

Job Work Contract for various Jobs (related to Farm & Field Services)

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. 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.
3. 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.
4. 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 ICAR-RCER, FSRCHPR, Ranchi.
5. 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 ICAR-RCER, FSRCHPR, Ranchi reserves the right to accept or reject any or all the tenders.
6. **Bid Validity: 180 days.**
7. 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](http://eprocure.gov.in/eprocure/app?page=HelpForContractors&service=page).
8. **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.
9. In case the unit is not covered as above, should submit the offer along with the **Bid Security (EMD) for the amount of Rs. 9,000/ (Rupees nine thousand only) in the form of Demand Draft only**, in favour of **Head, ICAR-RCER, RC, Ranchi** payable at Ranchi.
10. 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.
11. The EMD will be returned to the unsuccessful bidders.
12. 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.
13. **The successful tenderer, irrespective of its registration status, in the event of receiving award for supply for a contract value above Rs.1,00,000.00 shall have to deposit performance security at the rate of 5% (five percent) of the contract value within 7 days of receipt of confirmed Work/Purchase/Supply Order.**

14. 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.
15. **Evaluation of the quotation:-** The Institute will evaluate and compare the quotations determined to be substantively responsive i.e. which so ever quotations are properly signed and fulfil 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.
16. **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 Complex reserves the right to renew the contract on yearly basis on the terms and conditions that may then be mutually agreed upon.
17. **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 Jharkhand 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.
18. **TERMINATION:-** This contract can be terminated by giving one month's notice on either side and that any notice required to be served shall be sufficiently served on the parties, if delivered to them personally or dispatched at the address given herein under through registered post.
19. **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 ICAR-RCER, FSRCHPR, Ranchi, full damages will be recovered from the Agency and decision of the Head, ICAR-RCER, FSRCHPR, Ranchi shall be binding on it.
20. The supporting/allied services staff should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of staff/supervisor is to go on leave under intimation to this office.
21. Changing of Staff/Supervisor should be pre-intimated to the Chairman, Job Works Committee or authorised person of this Institute.
22. The Head, ICAR-RCER, FSRCHPR, Ranchi reserves the right to reject any or all quotations in whole or in part without assigning any reason therefor. The decision of Head, ICAR-RCER, FSRCHPR, Ranchi shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.

23. The staff provided should also maintain secrecy and discipline in the premises of Institute.
24. The staff provided should be capable of reading and writing Hindi.
25. 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.
26. Uniform with colour specifications and pattern (e.g. white/colour saree for lady farm workers, while/colour shirt and pant for others) approved by Institute should be supplied by the contractor to the workers at his own cost and it should be ensured that the working staff etc., are in proper uniform while on duty.
27. The agreement is terminable with one month notice on either side.
28. 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 fulfil all the requirements to be fulfilled by the Contractor as per the terms and conditions of this contract.
29. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
30. The selected agency shall provide the necessary personnel as per work-schedule determined by the Institute. The agency shall employ good and reliable persons with robust health of age group of 21 to 45 years. In case any of the personnel so provided is not found suitable by the Institute, the Institute shall have the right to ask for his/her replacement without giving any reason thereof and on receipt of a written communication from the Institute, the agency shall have to replace such persons immediately.
31. **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.**
32. Payment for service contract will be made monthly upon submission of pre-receipted bill.
33. After physical inspection of the site, a very detailed assessment/requirements of personnel for providing allied services at the ICAR-RCER, FSRCHPR, Ranchi shall have to be furnished along with the Tender. However, the Tenders should indicate only the **lump-sum amount** in respect of **all the services** covered under this contract and that **rates should not be proposed** on the basis of **manpower to be deployed** under the contract. **No request for alteration** in the **rates once quoted** will be permitted.
34. The **rates to be quoted** should include cost of each and every item including **service charge, transportation cost, manpower cost (inclusive of all applicable dues like EPF &**

ESI contributions, cost on Uniform/liveries, etc.) and taxes (including Goods and Service Tax, Income Tax or any other applicable Taxes) etc. The Institute shall **not bear any extra charge** (over & above the amount payable on the basis of the quoted rates) on **any account whatsoever** i.e. EPF contribution, Uniform, Liveries, OTA etc.

35. The contractor will discharge **all his legal obligations** in respect of the **workers/supervisors** 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 **Institute** 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 **Head, ICAR-RCER, FSRCHPR, Ranchi** shall be final and binding on the contractor.
36. Income Tax will be deducted from the payments due for the work done as per rule.
37. 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.
38. Changing of Staff/Supervisor should be intimated to the Caretaker.
39. The Contractor must employ adult labour only. Employment of child labour may lead to the termination of the Contract.
40. 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.
41. 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 ICAR-RCER, KVK, Ramgargh in the presence of an officer designated for the purpose by competent authority of ICAR-RCER, FSRCHPR, Ranchi 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. (ICAR-RCER, FSRCHPR, Ranchi) reserves the right to check periodically payment of wages made by Contractor to security personnel 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.

42. The contractor shall maintain register for making the attendance by Supervisor deployed by him, which can be seen/verified by the Caretaker or an authorized officer of ICAR periodically.
43. The contractor shall issue photo I-Card to the personnel 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.
44. The pre-receipted bill shall be submitted by the Agency in triplicate duly supported by proof of attendance, payment of statutory charges/subscription etc., Payment will be made by cheque/e-payment. Payment will be made against monthly bills supported by requisite documents. Income Tax will be deducted as per rates.
45. The Agency shall have to provide Telephone numbers for 24 hours contact.
46. The Agency should abide by rules laid down by any statutory authority relevant to the deployment of labours.
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. The contractor will discharge all his legal obligations in respect of the workers 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 Institute for 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 Head, ICAR-RECER, FSRCHPR, Ranchi shall be final and binding on the contractor.
49. The Agency is advised to do a complete survey on his own of all the area before offering rates.
50. The Contractor shall maintain attendance register for the persons deployed by him for the Job work, which can be seen/verified at any time by the person authorized by the Institute.
51. Risk Clause: Institute reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a Show-cause Notice to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Security Deposit or pending bills or by raising a separate claim.

RECOVERY OF LOSS/DUES

52. For any loss or damage or theft etc., if any is noticed due to negligence on the part of the 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 ICAR-RCER, FSRCHPR, Ranchi property, assets and immovable/movable properties.

LEGAL OBLIGATIONS:-

53. 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:-

- a. The contract Labour (Regulation & Abolition) Act., 1970
- b. The contract Labour (Abolition & Regulation) Central Rules, 1971
- c. The Minimum wages Act., 1948
- d. The Employer's Liability Act., 1947
- e. The Payments of wages Act., 1936
- f. The Factories Act., 1948
- g. The Workmen's Compensation Act., 1923
- h. The Employees Provident Funds and Misc. Provisions Act., 1952
- i. The Payment of Bonus Act., 1976
- j. The Equal Remuneration Act., 1976
- k. The Industrial Disputes Act., 1947

54. **PENALTY CLAUSE: LIQUIDATED DAMAGES CLAUSE** : An amount of Rs.2,000/- 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 Section. It will be brought to the notice of the supervisory staff of the firm and if no action is taken within one hour liquidated damages clauses will be invoked.

Any misconduct/ misbehavior on the part of the manpower deployed by the agency will not be tolerated and such persons will have to be replaced immediately.

If the required number of workers/supervisor are less than the minimum required as specified penalty of Rs.1,000/- per worker per day will be deducted from the bill.

55. **While submitting the tender and preparing the BOQ, the bidder are requested to go through the following justification and submit the price bid/BOQ accordingly.**

**Estimated rate for completion of different Job Work at ICAR-RCER, KVK,
Ramgarh during stipulated contract period**

क्रम सं०	कार्य का विवरण	ईकाई	सांकेतिक दर (रुपयों में)	दर (रुपयों में)
(1)	(2)	(3)	(4)	(5)
d	सब्जी/अनाज/दलहन/तिलहन फसल में कार्य:-	---	---	---
1.	क्यारी बनाना एवं क्यारी को समतल करना (2.5 x 2.5 मी ⁰)	प्रति हेक्टेयर	11925.00	
2.	खाद (गोबर/खल्ली/केंचुआ) एवं उर्वरकों का प्रयोग तथा क्यारी में मिलाना	प्रति हेक्टेयर	8892.00	
3.	रीज फारो (Ridge furrow) की तैयारी:- 60 सेंमी ⁰ की दूरी पर	प्रति हेक्टेयर	2790.00	---
4.	सब्जी फसलों की रोपाई	प्रति हेक्टेयर	5515.00	
5.	सब्जी फसलों की बुआई	प्रति हेक्टेयर	5515.00	
6.	सब्जी फसलों की निकाई खुरपी द्वारा	प्रति हेक्टेयर प्रति बार	11925.00	
7.	गुड़ाई कार्य (कुदाल के द्वारा) सब्जी फसलों का	प्रति हेक्टेयर प्रति बार	5515.00	
8.	सिंचाई कार्य सब्जी फसलों में	प्रति हेक्टेयर प्रति बार	2790.00	
9.	दवा छिड़काव सब्जी फसलों का	प्रति हेक्टेयर प्रति बार	1830.00	
10.	सब्जियों की तुड़ाई	प्रति हेक्टेयर	3025.00	
11.	खाली प्लाटों की सफाई (तलवार/कुदाल के द्वारा)	प्रति हेक्टेयर प्रति बार	5700.00	
12.	प्रो ट्रे बीज बुआई कार्य, मिक्चर बनाना, ट्रे भरना, बीज बुआई कार्य	प्रति हजार (ट्रे)	5900.00	
13.	प्रो ट्रे बिचडा. का देखभाल (निकाई सिंचाई, दवा का प्रयोग) 25 दिनों तक	प्रति हजार (ट्रे)	7500.00	
14.	पौली बैग में मिट्टी भरने का कार्य (15 x 10 cm)	प्रति हजार/माह	1625.00	
15.	Plastic mulching का कार्य	प्रति 100 मी ⁰	657.00	
16.	मवेशी (बकरी) के रख रखाव एवं उससे संबंधित कार्य	प्रति मवेशी/माह	1100.00	
17.	विभिन्न प्रकार के composing एवं केंचुआ खाद तैयार करने का कार्य	प्रति टन	1200.00	
18.	मशरूम उत्पादन का कार्य (बैग तैयार करना एवं देखभाल)	प्रति बैग	20.00	
19.	अन्नाज वाली फसलों की खेत की तैयारी एवं बीज बुआई का कार्य (धान, दलहनी एवं तिलहनी फसल)	प्रति हेक्टर	11000.00	
20.	अन्नाज वाली फसलों की निकाई एवं गुड़ाई का कार्य (धान, दलहनी एवं तेलहनी फसल)	प्रति हेक्टर	9000.00	
21.	अन्नाज वाली फसलों की कटाई एवं ढुलाई (धान, दलहनी एवं तिलहनी फसल)	प्रति हेक्टर	7000.00	
22.	अन्नाज वाली फसलों की बीज निकालने एवं सफाई का कार्य (धान, दलहनी एवं तिलहनी फसल)	प्रति क्विंटल	2600.00	
23.	तालाब में मछली संबंधित कार्य (चारा डालना, जाल डालना, निकालना इत्यादि) - *Size of pond: 30 x 20 m = 600 m ²	प्रति तालाब *	1200.00	
24.	ट्रेक्टर/पावर टिलर चालन	प्रति माह	13,000.00	
25.	जेनरेटर/ irrigation पम्प चालन	प्रति माह	13,000.00	
26.	प्रक्षेत्र से घास बाहर निकाल कर फेकने का कार्य	प्रति हेक्टर/बार	3500.00	
27.	प्लास्टिक लो टनेल बनाने का कार्य	प्रति 100 मी.	800.00	
ख	फलदार पौधों की देखभाल (400 पौधा/हे ⁰)	---	---	---
1.	थालों की निकाई गुड़ाई	प्रति हेक्टेयर प्रति बार	5,500.00	
2.	खाद एवं उर्वरकों का प्रयोग/गुड़ाई कर मिलाना	प्रति हेक्टेयर प्रति बार	6,800.00	

3.	सिंचाई कार्य (पाईप से)	प्रति हेक्टेयर प्रति बार	2800.00	
4.	बीमारी एवं कीड़े की रोकथाम हेतु दवा का छिड़काव	प्रति हेक्टेयर प्रति बार	1,500.00	
5.	पौधों की कटाई/छंटाई का कार्य	प्रति हेक्टेयर प्रति बार	5,500.00	
6.	भार द्वारा सिंचाई करना	प्रति हेक्टेयर प्रति बार	2,800.00	
7.	घास व झाड़ी की कटाई/सफाई कार्य	प्रति हेक्टेयर प्रति बार	4,100.00	
8.	सघन घनत्व फल बगीचा में कल्लों की छटाई	प्रति हेक्टेयर प्रति बार	7285.00	
ग.	कृषि वानिकी और औषधीय पौधों से संबंधित कार्य:-	---	---	---
1.	सगवान, शिशम, कालाषिषम, बकैन, महोगनी, बाँस आदि के लिए गड्ढे खोदने का कार्य (क) 3.0 फीट x 3.0 फीट x 3.0 फीट (ख) 1.0 फीट x 1.0 फीट x 1.0 फीट	प्रति गड्ढा प्रति गड्ढा	37.00 19.00	
2.	मिट्टी खोदना, ट्रैक्टर ट्राली में लोड करना, मिलाने का कार्य	प्रति 100 सी0एफ0टी0	551.00	
3.	मेढ़ बनाने का कार्य 50x50 मी0 (1/4हेक्टर)	प्रति हेक्टर	3770.00	
घ.	पौधशाला में कार्य:-	---	---	---
1.	फलदार पौधों में गूँटी बांधने का कार्य	प्रति हजार	2800.00	
2.	आम पौधों में ग्राफिटिंग कार्य (दो महीना के सफल पौधों के गिनती के आधार पर)	प्रति हजार	7039.00	
3.	कार्यालय परिसर में लगे अलंकृत पौधों के थालों की सफाई /निकाई/गुड़ाई आदि	प्रति हजार पौधा	13,000.00	
4.	लान की घास कटाई कार्य (Lawn mover द्वारा)	प्रति 100 वर्ग मीटर प्रति बार	32.00	
5.	मिट्टी के गमलों 12 इंच में मिट्टी एवं खाद भरने का कार्य	प्रति सैकड़ा	450.00	
6.	ग्राफटेड/बडेड पौधों में बड (disbudding) हटाने का कार्य	प्रति 1000 पौधा	351.00	
7.	फलदार पौधों में ग्राफिटिंग कराने का कार्य (दो महीना का सफल पौधा)	प्रति हजार	6700.00	
8.	छोटा पॉलीथीन से बड़ा पॉलीथीन में shift करने का कार्य	प्रति पौधा	5.70	
छ	पादप संरक्षण ईकाई:-			
1.	कुशल व्यक्ति द्वारा अच्छी किस्म के अनकन्टामिनेटेड ट्राईकोडर्मा के अनाज आधारित फामूलेषन के 200 ग्राम के बैग तैयार करना।	प्रति 100 बैग	3519.00	
ज	जल प्रबन्धन:-	---	---	---
1.	मिट्टी को काटना, भराव एवं समतल करना	प्रति धन मी0	70.00	
2.	प्रक्षेत्र पर ड्रिप सिंचाई प्रणाली का संचालन एवं इसका रख-रखाव कार्य	प्रति हेक्टर/प्रति माह	4123.00	
Total unit price (including Service charges)*** Rs.			2,23,205.70	íí í

*** The above mentioned estimated unit price were prepared on the basis of **minimum wages as per Govt. norms including all legal liabilities.**

Estimated monthly rate for completion of different Job for Office Management at ICAR-RCER, KVK, Ramgargh during stipulated contract period

Sl. No.	Description of Work	Quantity	Estimated Rate (Rs.)	Total
1.	Office management, Record maintenance, Computer Work and other misc. work pertaining to the section	1 @ per month	14,500.00	
2.	Tata Sumo driving	1 @ per month	14,500.00	
3.	Diesel pump/electric pump/ Generator operator	1 @ per month	14,250.00	
4.	Mopping, cleaning and sweeping in farmers hostel/ Administrative cum Lab. Building	1 @ per month	14,500.00	
Total unit price (including Service charges)*** Rs.			57,750.00	₹ ... ₹ ₹

*** The above mentioned estimated unit price were prepared on the basis of **minimum wages as per Govt. norms including all legal liabilities except the cases where GST is applicable.**

I/We fully understand that this quantity will be taken into account, only for the purpose of evaluation/comparison of bids, and, that during actual implementation of contract, the actual quantity may vary as per actual demand.

I/We also fully understand that the estimated rates mentioned by ICAR-RCER, KVK, Ramgargh are the most reasonable rates on the basis of minimum wages as per Govt. norms including all legal liabilities, so as to afford the due payment of statutory Minimum Wages to the respective Workmen, and that if I quote more than 5 percent (5%) lower than these estimated rates including service charges, my/our bid price(s) is bound to be considered completely unreasonable, whereby my/our bid would become substantially unresponsive.

I/We also fully understand that as and when the Union Ministry of Labour enhances the statutory Minimum Wages, the total wages quoted in my/our bid would also increase in equal proportion, in accordance with the Minimum Wages Act, 1948.

Important Note: If all the bidder quoted same bid price including service charges, than the following criteria with marking system, will be adopted by the Institute to finalize the bid price:-

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 such type of satisfactory services along with proper certificate upto satisfactory level	Max 40 marks		
		a	Min 2 years	30 marks
		b	2 years and above	10 marks
2.	Average Annual Turnover (in Indian Rupees) in last three years (2017-18 to 2019-20)	Max 30 marks		
		a	Less than 10 lakhs	20 marks
		b	10 lakhs and above	10 marks
3.	Number of personal registered, Labour contract act (As per Labour Licence)	Max 15 marks		
		a	Upto 20	10 marks
		b	20 and above	5 marks
4.	Number of personal registered, with EPF facility (along with their EPF no.)	Max 15 marks		
		a	Upto 20	10 marks
		b	20 and above	5 marks

Important Note :

- A. 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.**
- B. In case of tie in the technical score, the firm with more no. of years in experience will be preferred.**
- C. In case of tie in the experience also, the firm with more turn over in the financial year 2019-2020 will be preferred.**

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

**Sd/
Assistant Administrative Officer**

(On the letter head of the Firm)

	:			
Tender Reference No.	:			
Name of the Tender/work	:			
Check List				
Sl. No.	Details	Submitted (Yes/No)	If submitted, mention page no. of pdf file	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.			
2	Minimum turnover of the firm should not be less than Rs 5.00 lakhs (Rupees five lakhs only) during last two financial years (2018-2019 to 2019-2020)			
3	The firm should have an experience in the field of providing such type of services of continous two years in last 5 years (w.e.f. 2016-17 to 2020-2021) in ICAR Institute/State Agricultural Universities/Central Govt establishments/Autonomous bodies of Govt of India/Corporation of Govt of India/reputed public or private organisation.			
4	Duly certified copies of the satisfactory services of the firm should be enclosed for continuous two years (w.e.f. 2016-17 to 2020-2021)			
5	Employee EPF registration certificate in any state of India.			
6	Employee ESI registration certificate in any state of India.			
7	The contractor/agency must have a registration (for its past/ongoing contract) under the Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour licence under this Act.			
8	No of staff registered under ESI & EPF separately has to be provided. A firm must have a minimum 20 no of staff with their ESI & EPF contributions. Documentary proof of ECR and Successful Trasaction Receipt of EPF and ESI for last 3 months has to be attached			
9.	Goods and Service Tax (GST) registration certificate issued by Govt. etc.			
10	Whether the firm has any legal suit criminal case pending against it for violation to EPF/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.			
11	Registration with Income Tax Department (Copy of PAN and IT returns for last three financial years) (2017-18, 2018-19 & 2019-2020, if available)			
12	The Agency should enclose copies of the payment made to its existing labour/personnel (minimum 20 nos.) for the last 03 months in terms of salary through Bank and EPF/ESI payment to them , in support of the condition (individual statement to be enclosed).			

Signature of Bidder with Official Seal

(On the letter head of the Firm)

MANDATE FORM FOR BANKING DETAILS

Name of the Firm:

Registered /Postal Address:

1	Permanent Account Number (PAN) No.	
2	Goods & Service Tax (GST) Registration No.	
3	Bank details:-	
	a Bank Name	
	b Branch Address	
	c Account No.	
	d Type of Account (Current/Savings)	
	e MICR No.	
	f RTGS/NEFT Code	

Date:

Name of the Authorized Signatory

Place:

Stamp & Signature

(On the letter head of the Firm)

CERTIFICATE ABOUT NON-BLACKLISTING

We.....on this date ----- do hereby certify that our company / firm has not been blacklisted by any Government Department / Government Educational Institutions / Research Institute(s) on any grounds.

Authorized signatory of Bidder with Seal

Name -----

Designation -----

Place -----

Date -----

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

Date:

To,

The Head,
ICAR Research Complex for Eastern Region,
Farming System Research Centre for Hill and Plateau Region,
Plandu, Ranchi ó 834010 (Jharkhand) INDIA

Sub: Acceptance of Terms & Conditions of **Biennial Job Work Rate Contract for providing Farm and Field services at ICAR Research Complex for Eastern Region, Krishi Vigyan Kendra, Ramgargh.**

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)

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(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)

(To be given on Company Letter Head)

Financial Bid/Price Bid Undertaking

UNDERTAKING

1. I submit the Financial Bid for **Biennial Job Work Rate Contract for providing Farm and Field services at ICAR Research Complex for Eastern Region, Krishi Vigyan Kendra, Ramgarh** 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

BANK GUARANTEE FORMAT FOR FURNISHING EMD

Whereas M/s [redacted] (hereinafter called the tenderer) has submitted their offer dated [redacted] for the supply of [redacted] .. (hereinafter called the tenderer) against the purchaser's tender enquiry No. [redacted] ..

KNOW ALL MEN by these presents that WE [redacted] of [redacted] having our registered office at [redacted] are bound unto [redacted] (hereinafter called the Purchaser) in the sum of [redacted] for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this [redacted] day of [redacted] 2019.

THE CONDITIONS OF THIS OBLIGATION ARE:

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:-
 - a) If the tenderer fails to furnish the Performance Security for the due performance of the contract.
 - b) Fails or refuses to accept/execute the contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 90 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

[redacted]
(Signature of the authorized officer of the Bank)

[redacted]
[redacted]
Name and designation of the officer

[redacted]
Seal, name & address of the Bank and address of the Branch

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 Layer 128 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. Tenderers 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

Assist. Admin. Officer