



सत्यमेव जयते

GOVERNMENT OF INDIA
MINISTRY OF EARTH SCIENCES
NATIONAL CENTRE FOR MEDIUM RANGE WEATHER FORECASTING
A-50, INSTITUTIONAL AREA, SECTOR-62, NOIDA-201309

Notice Inviting Tender (NIT) from the experienced service providers for
Operation & Maintenance of 70 KLD Sewage Treatment Plant (STP)

at

NCMRWF Residential Complex, Prithvi Vihar,
B-9/7 A, SECTOR-62, NOIDA (U.P.)-201309

File No. D-31016/01/2017-NMRF

Tender published at websites

<http://eprocure.gov.in/epublish/app>

&

www.ncmrwf.gov.in

(For reference only)

Online Bids are invited from the experienced service providers for the operation & maintenance of 70 KLD Sewage Treatment Plant (STP) installed at NCMRWF Residential Complex, Prithvi Vihar, B-9/7 A, Sector-62, Noida (U.P.)-201309.

ELIGIBILITY:

The following requirements should be fulfilled in the Technical Bid.

1. Bidder should have Average Annual Financial Turnover of at least ₹ 2,00,000/- (**Rupees two lakh only**) during the last three years. Necessary supporting documents should be submitted by the Bidder in this regard.
2. Bidder should have at least 01 (one) similar completed work (repair/AMC of STP) costing not less than ₹ 4,40,000/- (Rupees four lakhs forty thousand only) or 02 (two) similar completed works costing not less than ₹ 2,75,000/- (Rupees two lakhs seventy-five thousand only) each or 03 (three) similar completed works costing not less than ₹ 2,20,000/- (Rupees two lakh twenty thousand only) each with Central Government offices/ PSUs /Reputed Private Institutes during last 3 financial years.
3. EMD of ₹ 15,000/- (Rupees fifteen thousand only) in the form of Bank Draft/Pay Order/FDR/BG in favour of the Office of the “**Drawing & Disbursing Officer, NCMRWF**”.
4. The agency must not be blacklisted by any Government Office/Autonomous Institute/PSU in any earlier contract and shall submit declaration in prescribed format.
5. Attested Photocopy of GST registration no.
6. Attested Photocopies of Income Tax Returns for the last 3 years.

Documents to be submitted by Bidder

Technical Bid

1. Self-attested and scanned copy of filled up Technical Bid Format as per Annexure-2 of Tender Document.
2. Self-attested and scanned copy of Tender Acceptance Letter as per Annexure-5 of Tender Document.
3. Self-attested and scanned copy of filled up Prior Experience Form (with work orders) as per Annexure-6 of Tender Document.
4. Self-attested and scanned copy of filled up Declaration Form as per Annexure-7 of Tender Document.
5. Self-attested and scanned copies of Audited Balance Sheets & Income Tax Returns of last 03 years.
6. Self-attested and scanned copies of EMD/Exemption Certificates.
7. Self-attested and scanned copies of GST, EPF, ESI registration.

Financial Bid

1. Price Bid in BOQ_XXXX.xls format.
2. Self-attested and scanned copy of Filled up Price Bid Undertaking as per Annexure-4 of Tender Document.

- The 02 year contract shall initially be effective for one year with effect from date of award of tender which may be extended to further 01 year if services are found satisfactory during the first year of contract. The decision of Head (NCRMWF) in this regard will be final.
- Bidders shall quote monthly rates (as per Minimum Wages Act prescribed by Central Government) in price bid format.
- GST, EPF contribution and ESI contribution will be quoted in figures, not in percentage.
- Bidders who wish to be present at the time of opening of tender may present themselves or their authorized representatives who shall bring the bid acknowledgement receipt.
- Financial Bids of only those Service providers/Agencies will be opened who fulfill the Technical conditions.
- Head (NCRMWF) reserves the right to postpone / and /or extend the date of receipt / opening of bids or to withdraw the same, without assigning any reason thereof.
- During contract period Operation & Maintenance of STP & its equipments should be taken care by contractor. Upkeep of STP system shall be the sole responsibility of the contractor. NCRMWF will not pay anything above the quoted price for the upkeep of STP system.

Critical Date Sheet

Published Date	09 OCT 2020 (04.00PM)
Bid Document Download / Sale Start Date	09 OCT 2020 (04.00PM)
Bid Submission Start Date	09 OCT 2020 (04.00 PM)
Pre bid meeting	16 OCT 2020 (11.30 AM)
Bid Document Download / Sale End Date	28 OCT 2020 (02.00 PM)
Bid Submission End Date	28 OCT 2020 (02.00 PM)
Bid Opening Date	29 OCT 2020 (03.00 PM)
Venue of Pre Bid Meeting	Conference Hall, NCMRWF, A-50, Institutional Area, Sector-62, Noida-201309
Contact Person	Director (Admin.), NCMRWF 0120-2419480 mgupta@ncmrwf.gov.in

:TERMS AND CONDITIONS:

1. Tender documents may be downloaded from Central Public Procurement Portal at <http://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled/registered in e-procurement should enroll/register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at Annexure-8 regarding 'Instructions for online Bid Submission'.
2. Bidders can access Tender documents on the website, fill them with all relevant information and submit the completed Tender document into electronic Tender on the website <http://eprocure.gov.in/eprocure/app>.
3. Tenders and supporting documents shall be uploaded through e-procurement portal. Hard copy of the bid will not be accepted.
4. Not more than one tender shall be submitted by one bidder or bidders having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
5. Bidder **shall not tamper/modify the tender form including 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 bidder is liable to be banned from doing business with NCMRWF.
6. Intending bidders are advised to visit again NCMRWF website www.ncmrwf.gov.in & <http://eprocure.gov.in/epublish/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.
7. Applicant contractor must provide Earnest Money Deposit in the form of Demand Draft/Bank Guarantee/FDR for an amount of **₹ 15,000/- (Rupees fifteen thousand only) in favor of D.D.O., NCMRWF payable at New Delhi** obtained from any Nationalized/ scheduled Bank valid for three months with their application/downloaded tenders as the cost of tender forms/ documents. All applicable bank charges shall be borne by the applicant and he shall not have any claim what so ever on this account on Government. In case of re- tendering, the firms which has submitted the EMD in earlier calls will require to submit EMD along with their tender/application in subsequent calls also.
8. Original Instrument of EMD must be submitted to Director (Admin.) on or before Bid Submission End Date & time, failing which bid shall not be considered. Bidders, who have NSIC/MSME certificates, will be exempted from paying EMD. Such bidders shall submit self-attested copy of NSIC/MSME certificate to Director (Admin.) on or before Bid Submission End Date & time, failing which their bid shall not be considered.
9. The successful bidder will have to deposit a Performance Security Deposit of 10 % of Total Contract Value, in the form of Bank Guarantee with **Drawing & Disbursing Officer, NCMRWF, A-50, INSTITUTIONAL AREA, SECTOR-62, NOIDA (U.P.)-201309** having validity of 26 months. After submission of the performance security by the successful Bidder, the corresponding EMD shall be released.
10. If the successful bidder fails to furnish the required performance guarantee within the specified time period its EMD will be forfeited.
11. The bidder must be a reputed service provider with minimum 03 (three) years experience.

12. Copies of the contracts awarded in support of having rendered similar services to similar other organizations should be enclosed with the quotation.
13. Complete scope of services to be offered should be mentioned in tender response. As STP cater to highly critical installations, services by the vendor must be fool proof.
14. Any breakdown call reported by NCMRWF Office/PV RWA should be attended within 12 (twelve) hours and should be completed within 48 (forty-eight) hours during maintenance period. An authorized officer of NCMRWF Office will certify completion of the call on the vendor's call report during the Maintenance period. NCMRWF shall not pay anything extra on this account.
15. In case, the service provider defaults in rendering services, he will be liable to be penalized and NCMRWF will be entitled to deduct penalty from the payment due at the following rates:-
 - For delay in attending & rectifying complaints beyond 2 (two) days during the maintenance contract an amount of ₹2000/- (Rupees two thousand only) per day shall be deducted from the money due to the service provider.
16. The bidder may contact above office on any issues with regard to the above tender on any working day between 14:30 hrs. to 17:30 hrs for clarification, if any. For site visit please contact with Head (NCMRWF) at Telephone No.0120-2419401.
17. Copies of the PAN Card/GST registration etc. may be enclosed with the quotation.
18. The competent authority of NCMRWF reserves the right to accept / reject any response or all the responses without assigning any reason.
19. Head (NCMRWF) taking note of overall facts and circumstances can change, may add and relax any of the terms and conditions of this tender notice.
20. All the bidders are requested to visit and inspect STP at NCMRWF residential complex before submitting the bid.
21. Contractor during operation & maintenance of STP shall comply all the rules & regulations issued by Govt. of India & Govt. of Uttar Pradesh.
22. Bidders may contact and obtain clarifications required (if any) at any stage, before submission of offer from NCMRWF, Sector-62, NOIDA.
23. All works shall be carried out to the satisfaction of the supervising personnel of NCMRWF/Prithvi Vihar RWA. Any work found to be carried out without the approval of the supervising personnel or work which is considered to be unsatisfactory and of poor quality of workmanship, shall be rectified by contractor without any additional cost to NCMRWF. Payment will be made after the issue of satisfactory work certificate from the Officer-in-charge/concerned officer/officer appointed by Head (NCMRWF).

Scope of Work

1. The scope covers deputing experienced operator for the plant that consists of Collection Well / Sump fitted with submersible pumps, Bar Screen Chambers, Oil / Grease Trap, Air Diffusers (for aeration), Secondary Settling Tank, Clarifiers, Sludge Drying Bed, Treated water sump, Pumps for Sludge Transfer, Pressure Sand Filter, Activated Carbon Filter, Dosing pump, necessary recirculation / bye pass arrangements, Operation of Mechanical Filter press & collection of sludge cakes, Monitoring the values of Electro Magnetic Flow meters and keeping the area around STP for a radius of 15 meters clean, free from bushes and other vegetation growth.

2. There are certain repair/ renovation works, which also to be undertaken, whose details are as follows:-

S.N o.	Details of work	Unit	Qty	Rate	Amount	Tax	Total Amount
i	Taking down old CGI sheets and replacement with new CGI sheet including complete new j bolt / washer etc. on the roof of STP plant.	Sqm	53				
ii	Removal of old CI damaged manhole cover & replacement with new CI manhole cover of size 1M x 0.75 M	No	02				
iii	Removal of old CI damaged manhole cover & replacement with new CI manhole cover of size 0.8 M x 0.65 M	No	01				
iv	Taking down old worn out GI cable tray, replaced with new GI cable tray of size 4" with gauge 1.6 mm thick, including 2 coat of painting over a coat of red oxide primer.	Sqm	12				
v	With 2 coat of epoxy paint to painting of GI / MS pipe line	Mtr	100				
vi	Painting of steel sewage tank with 2 coat of epoxy paint over a coat of primer after surface preparation.	Sqm	54				
v	Buyback for item obtained from Sr. No. (i), (ii), (iii), (iv) above	lot	1				

3. The operator is required to monitor proper functioning of all the equipments and the system in total for effective performance of the plant for better results.

4. The scope also includes operation of the equipment, attending to minor defects then and there, cleaning and lubricating the rotating parts periodically, maintaining the electrical systems such as panel boards etc., dosing chemicals as per requirement / as directed by Concerned Officer, collecting samples, testing, maintaining the log book for all the activities.

5. The above activities are not exhaustive but only indicative and the contractor is also required to carry out any activity that is not specifically mentioned here but required for the better performance of the plant.

6. The plant is to be operated by following staff.

S.No.	Details of manpower	Educational Qualification	Age	Experience
1.	01 Operator (8 hrs per day)	<ul style="list-style-type: none"> • Matriculation or 10th Class exam passed from any recognized board. • Polytechnic Diploma in Mechanical Engineering or ITI diploma as Fitter. 	Min.- 22 years Max.- 45 years	At least 01 year experience.
2.	01 Helper (08 days of job per month)	-	Min.- 22 years Max.- 45 years	-

7. Operator: Working days per month: 26, Shift: 10:00 hrs – 18:00 hrs.

8. Helper: Working days per month: 08 days and as or when required, Shift: 10:00 hrs – 18:00 hrs.

9. **The firm which is awarded this contract shall be required to pay at least the Minimum Wages {as per Minimum Wages Act prescribed by Central Government, refer Order 1/VDA(1)/2020-LS-II Dated 08/05/2020} to the personnel deployed at NCMRWF residential complex. No deductions (as firm's, whatsoever, charges) shall be made from the wages to be paid to these persons. Further, PF and ESI facilities are to be provided to these persons as per Government Rules & Instructions. Revision of rates of Minimum Wages by Central Government shall be strictly followed by the contractor.**

10. There shall be an increase in the minimum wages (as per Minimum Wages Act prescribed by the Central Government) of the personnel provided by the service provider consequent upon any increase on such account. However, service charge finalized through Tender shall remain fixed throughout the currency of the contract.

11. **The transportation, food, medical and other statutory requirements under the various Acts/ Govt.Regulations/compliance with labour laws in respect of each personnel of the service provider will be the responsibility of the service provider. This shall include payment of PF, ESI, GST etc.** However, payments in respect of PF, ESI etc. (Employer's contribution) or any such other statutory requirements to the successful contractor shall be made by NCMRWF subject to furnishing of proof of such payments to the concerned authorities indicating the PF No., ESI No./ESI card etc of the outsourced persons and details of GST by the service provider every month without fail and before submitting bills for the subsequent months. The bills should be for reimbursement of the actual amount to the service rendered by the contractor.

12. Contractor shall pay the salary of deployed employees through account payee cheques or by transferring to their respective accounts electronically. **Any other mode of payment will not be accepted (No cash payment).** After the payment of salary to deployed personnel, contractor shall claim the payment from NCMRWF along with all the requisite documents such as: proof of salary payment, GST deposit, EPF, ESI, attested attendance sheet etc.

13. The Contractor should maintain operation log book, recording details like duration of pumps operation, Break down maintenance, etc.

14. The parameters like pH, residual chlorine, etc. should be checked on daily basis for the inlet raw sewage and final treated sewage after Chlorination.

15. Once in a quarter (03 months), composite samples should be collected at the inlet of aeration tank and the out let of the treated sewage storage tank and get it tested from the PCB/NABL approved laboratory for pH, TSS, TDS, COD, BOD5@20°C, Oil & Grease, Residual Chlorine, etc. Report of such tests should accompany the quarterly bill for payment.

16. Operation of STP must follow the standard discharge water parameters issued by Central Pollution Control Board (CPCB)/State Pollution Control Board (SPCB).
17. During the contract period, the contractor should take whole responsibility of plant operation. If there is any deviation in the quality of treated sewage as per UP Pollution Control Board (UPPCB) norms, the Contractor shall immediately take steps to rectify the deficiency without any extra cost to NCMRWF.
18. Supply of all the tools and labour, to operate, keep in operation, adjust, test, service, minor repairs (like tightening of bolts / nuts, greasing, oiling etc.) and do all things necessary to keep the plant running.
19. Supply of consumables like hypochlorite solution for disinfection, Chlorotex for measuring Free Chlorine, Urea / Jaggery to maintain MLSS, glass beakers etc., for performing onsite tests to assess the quality of treatment and for plant control.
20. The contractor's personnel should wear uniform and Personal Protective Equipment like safety shoes, safety helmets, Gloves, Goggles, Respirators etc. while working inside NCMRWF Residential Complex.
21. Helper shall remove the sludge at least once in a month and this will be certified by official representative of NCMRWF or officials of PV RWA.
22. Any emergency call during non-working hours (between 18:00 hrs to 10:00 hrs) shall be attended by contractor.

WORK SPECIFIC TERMS & CONDITIONS

1. Contractor should ensure payment of minimum wages to the contract workmen and as per government norms.
2. Contractor should follow all the safety norms while carrying out this work.
3. Contractor may visit the plant for a better understanding of nature and scope of work before submitting the quotation.
4. NCMRWF is in no way responsible for any loss of life or any injury caused to any of the contractor's work force or equipment while executing the above listed work at NCMRWF premises.
5. NCMRWF reserves the right to alter any of the terms & conditions of the contract and any such changes will be intimated to the contractor from time to time.
6. NCMRWF reserves the right to cancel and terminate the contract at any time without assigning any reason.
7. Security Rules are to be observed strictly by the contractor and their crew.
8. If the contractor does not deploy the operator for the shift, then deduction will be made on pro-rata basis for that shift and NCMRWF will make alternate arrangement for operation of the plant and deduct the entire expenditure incurred towards that from the contractor's bill.
9. Laws Governing the Contract: This contract shall be governed by the Indian Laws for the time being in force. All legal proceedings shall be under the jurisdiction of courts situated in Noida (U.P.).
10. The Contractor has to do all minor repairs, for which no additional labour charges will be paid. However, for any spares/materials replaced, actual charges will be paid as per the bills from the authorized/dealers after ascertaining the rates on submission of original bills, if not covered under warranty (except damage caused to any machinery/plant due to negligence of contractor). Under no circumstances plant should remain under breakdown for more than 06 hours. In the event of breakdown/shut down the onus of attending to the problem in the shortest possible time will rest on the Contractor failing which Engineering Department is empowered to get the breakdown/shut down any defect rectified from any outside agency at the risk and cost of the Contractor and make necessary deductions from their bills. The Contractor has to keep all the area and surroundings at the site neat and clean.
11. It will be Contractor's responsibility to maintain STP, Plant in healthy state all the time, to plan and undertake preventive maintenance of STP at regular intervals and attend routine maintenance activity every day. Contractor should make a service report for all the maintenance jobs carried out and get it counter signed by Officer-in-charge. The Department will provide the necessary registers.

12. It will be the responsibility of Contractor to remove excess sludge from sludge holding tank. In addition Contractor shall also carryout cleaning of Grease/Sludge holding Tanks periodically, and disposal of grease / sludge outside the premises on own cost.

13. Operating of the pumps erected inside the pump house for water supply and constructed beside the septic tanks, taking care to check the levels of water in the UG sump.

14. Maintaining in a neat condition all the equipment area and handing over the same to us on expiry of the O&M period.

15. Emptying of treated water from tank for gardening purpose will be the responsibility of operator'. PVC pipe will be provided by the department.

16. Motors & Pumps

- Cleaning and tightening of all screw connections and terminals on controllers.
- Examining of fuse contacts and terminals for cleanliness and tightness.
- Checking the pump immediately after starting the motor, to see if the pump is generating the rated head, by reading the pressure gauge.
- Checking for any undue vibration of stuffing boxes.
- Checking of glands for overheating and leakage. Gland packing around the pump set is adjusted to permit only a slight leakage of droplets of water to cool and lubricate the shaft.
- Checking if the voltage fluctuation is within the permissible limit of 420-440 V.
- Checking of current rating and actual loading of motor to prevent overloading, by frequently monitoring the ammeter reading.
- Ensuring that the water level in the water source does not drop more than 1 meter above foot valve and water at the receiving end is not wasted by overflow.
- Checking the bearings of the pump periodically and applying grease sufficiently.
- Checking the gland packing once in two months.
- Checking the valves and pressure gauges and tightening the gland at closer intervals when too much leak of water occurs.
- Checking the exhaust pump, its auxiliaries and impeller periodically.
- Operating of submersible pump once a week, and its maintenance.

Price bid: Contractor is required to quote his Bid price on Annexure 3 and Annexure 4 and total up the rates.

Technical Bid Format

Sr. No.	Particulars	Details
1.	Name of the Vendor	
2.	Full address of the Vendor:	
3.	Telephone no.	
4.	Fax No.	
5.	Email:	
6.	Complaint person name and contact no.	
7.	PAN No. self attested copy of the same be attached.	
8.	GST Registration No., self attested copy of the same be attached.	
9.	EPF registration number	
10.	ESI registration number	
11.	No. of years of experience of similar work in Central Govt./State Govt./PSUs/Agency	
12.	Whether the company Black listed by any Organization: Yes/No (enclose undertaking)	

Signature_____

Name of the Authorized Signatory:_____

Seal/Stamp: _____

PRICE BID FORMAT

For reference only (Price must be quoted in .xls format only)

Sr. No.	Category	Unit	Qty.	Basic Rate of minimum wages (should not be lower than latest Central Govt. rates) including employee contribution of EPF @ 12% & ESI @ 1.75%	Component Rates (to be refunded by NCMRWF)				
					Employer contribution per month towards EPF, EDLI, & Admn. Charges payable to EPFO @13.16% and @4.75% to ESIC (on amount in column 3)	Agency/Contractor/Contractor's Charges/Service Charges per month	Total	GST on total	Total cost per month
1.	01 Plant Operator for one shift (Skilled Worker) per month	per month	01						
2.	01 Helper for sludge disposal, general maintenance and assistance (Un-skilled Worker, 08 days of job per month)	days of job per month	08						
3.	Cost of tests & Consumables including lubricants and chemicals for smooth operation of plant, Lumpsum amount for 01 month.	Lumpsum per month	01						
4.	Taking down old CGI sheets and replacement with new CGI sheet including complete new j bolt / washer etc. on the roof of STP plant. (one time repair work)	Sqm	53						
5.	Removal of old CI damaged manhole cover & replacement with new CI manhole cover of size 1M x 0.75 M. (one time repair work)	No	02						
6.	Removal of old CI damaged manhole cover & replacement with new CI manhole cover of size 0.8 M x 0.65 M. (one time repair work)	No	01						
7.	Taking down old worn out GI cable tray, replaced with new GI cable tray of size 4" with gauge 1.6 mm thick, including 2 coat of painting over a coat of red oxide primer. (one time repair work)	Sqm	12						
8.	With 2 coat of epoxy paint to painting of GI / MS pipe line. (one time repair work)	Mtr	100						
9.	Painting of steel sewage tank with 2 coat of epoxy paint over a coat of primer after surface preparation. (one time repair work)	Sqm	54						
10	Buyback for item obtained from Sr. No. (4), (5), (6), (7) above	lot	1						

	TOTAL	
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Note:

1. Bidders will quote amounts in each column of price bid format for Sr. No. 1 & 2.
2. Bidder will quote only basic amount and GST for items at Sr. No. 3 to 9 in the price bid format.
3. Total lump sum amount per month will be quoted for tests & consumables.
4. All the taxes shall be quoted in INR amount only, not in percentage.

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder) _____

To,

Dear Sir/Madam,

I submit the Price Bid for _____ and related activities as envisaged in the Bid document.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

3. I offer to work at the rates as indicated in the price Bid, Annexure IV inclusive of all applicable taxes except Service Tax.

Yours Faithfully,

Signature of Authorized Representative

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

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. 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).

2. 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.

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

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

5. In case any provisions of this tender are found violated , then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

PRIOR EXPERIENCE

(Using the format below, provide information in respect of each Department/Ministry/Agency to whom services were provided by the firm during 2017-18, 2018-19 & 2019-20)

Name of the Govt. Department/Ministry/ Agency along with their address and details of contact person to whom services were provided. (with details)	DETAILS

Yours faithfully,

(Signature of the Authorized person)

Date:

Name:

Place

Designation:

Business Address

Seal:

DECLARATION

Declaration letter on official letter head stating the following:

- (i) We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.
- (ii) We are not black-listed by any Central/State Government/Public Sector Undertaking in India.

Yours faithfully,

(Signature of the Authorized person)

Date:

Name:

Place

Designation:

Business Address

Seal:

Instructions for Online Bid Submission

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: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which 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/JPG

formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

- 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” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 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 bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (ie 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) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

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 for a tender 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 1800 3070 2232. Bidder can also get help at +91-7878007972 & +91-7878007973.