



भारतीय कृषि अनुसंधान परिषद - औषधीय एवं सगंधीय पादप अनुसंधान निदेशालय

बोरीआवी - 387 310, आणंद, गुजरात, भारत.

ICAR-Directorate of Medicinal and Aromatic Plants Research

Boriavi - 387 310, Anand, Gujarat, India.

Ph.No:(02692) 271600,05,06 Fax:(02692) 271601.

Website: www.dmapr.org.in

F. No. 19-2/08-Contract/ Vol. X/ 4482

Dated: 5 /04/2018

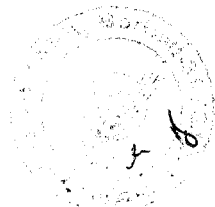
NOTICE INVITING TENDER THROUGH E-PROCUREMENT

Online Bids are invited from the interested firms **under two bid system for JOB WORK CONTRACT FOR PROVIDING THE SECURITY SERVICES AT THE MAIN CAMPUS, BORIAVI AND FARM CAMPUS, LAMBHVEL** at ICAR-Directorate of Medicinal and Aromatic Plants Research, Boriavi - 387 310, Anand, Gujarat. Manual bids shall not be entertained.

Tender documents may be downloaded from e-Procurement website of CPP <https://eprocure.gov.in/eprocure/app> as per the schedule given in the **CRITICAL DATE SHEET** as shown below :

CRITICAL DATE SHEET

Tender No.	No. F. 19-2/08-Contract/ Vol. X
Date and Time for Issue/Publishing	05.00 PM on 05/05/2018
Document Download/Sale Start Date and Time	05.00 PM on 05/05/2018
Bid Submission Start Date and Time	05.00 PM on 05/05/2018
Bid Submission End Date and Time	03.00 PM on 28/05/2018
Date and Time for Opening of Bids	03.30 PM on 29/05/2018
Address for Communication	Administrative Officer, ICAR-Directorate of Medicinal & Aromatic Plants Research, Boriavi -387310, Anand, Gujarat



Vijay Kumar
05/05/2018

(Vijay Kumar)
Administrative Officer.

INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. The tender from / bidder documents may be downloaded from the website: <https://eprocure.gov.in/eprocure/app>. Online submission of Bids through Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) is mandatory. Manual/Offline bids shall not be accepted under any circumstances.
2. Tenders/bidders are requested to visit website <https://eprocure.gov.in/eprocure/app> regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
3. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Council reserves the right to accept or reject any or all the tenders.
4. The interested Firms are required to deposit (in original), the Earnest Money Deposit (EMD) of the amount mentioned against item in the form of Demand Draft/Bank Guaranty/FDR from any of the Commercial Bank in favour of **ICAR Unit: DMAPR payable at Anand** may be addressed to the **Administrative Officer, ICAR-Directorate of Medicinal and Aromatic Plants Research, Boriavi -387 310, Anand, Gujarat** on or before bid opening date and time as mentioned in the Critical Date Sheet.
5. The firm should send the Original brochures of the services and may be addressed to the Administrative Officer, **ICAR-Directorate of Medicinal and Aromatic Plants Research, Boriavi – 387 310, Anand, Gujarat** on or before bid opening date and time as mentioned in the Critical Date Sheet.
6. Bidder need not to come at the time of Technical as well as Financial bid opening at ICAR-DMAPR. They can view live bid opening after login on CPP eProcurement Portal at their remote end. If bidder wants to join bid opening event at ICAR-DMAPR then they have to come with bid acknowledge slip that generates after successfully submission of online bid.



The Firms are also required to upload copies of the following documents:-

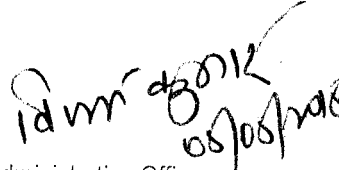
• **TECHNICAL:**

- (a) Scanned Copy of the Registration certificate (valid) of the firm under the work contract of the Appropriate Authority. [**Registration under Shop & Establishment Act 1948 (Mumbai) / The Indian Companies Act, 1956 / or any other Act**]
- (b) Scanned Copy of **Last three years' experience** of the firm in the field of providing such services in Central Govt. Establishment's/Autonomous bodies of Govt. of India/ Corporations of Govt. of India/reputed public or private organizations providing the **details in tabular form. (Annexure - I)**
- (c) Scanned Copy of Certified Balance Sheet of the firm for the last year of the service contract by the Chartered Accountant.
- (d) Scanned Copy of Duly certified copies of the satisfactory services where the Tenderer is providing the services for the **last three years and Tender Acceptance Letter (Annexure-IV)**
- (e) Scanned Copy of the EPF registration certificate.
- (f) Scanned Copy of the Employee ESI registration certificate / W.C. whichever is applicable.
- (g) Scanned Copy of ESI & EPF **challan for the month of January-2018 to March-2018** showing No. of guards / supervisors.
- (h) Scanned Copy of PAN Card and **Annexure III (Bank Details)**
- (i) Scanned Copy of GST registration certificate. Please attach copy of **Challan for the preceding three months.**
- (j) Scanned Copy of Valid license under the Private Security Agencies (Regulation) Act, 2005 from the appropriate authority of the State of Gujarat.
- (k) Scanned copy of Earnest Money Deposit (EMD) / its exemption, if any.
- (l) • Certified copy of ISO Certificate in the relevant field.

All necessary documents in support of the details for Sl. No. (a to l) must be accompanied with the technical bid. The bid is liable to be rejected in case documents are not uploaded in the technical bid on CPP Portal, documents are incomplete or in case any certification / registration has already expired but is yet to be renewed. Only essential and necessary valid documents are to be uploaded in the technical bid. Please avoid uploading extraneous and irrelevant documents which causes unnecessary confusion.

• **FINANCIAL BID:**

- (a) Price Bid as BoQ_XXXX.xls


Administrative Officer



TERMS AND CONDIONS

Tenders are hereby invited for the contract of **providing Security on Job/Service contract at Main Campus, Boriavi and Farm Campus, Lambhvel**. The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts placed by the ICAR and by the Research Institutes of the Council and the special terms and conditions detailed in the Tenders forms and its schedules. Please submit your rates in the Tenders form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.

2. An earnest money of **₹1,20,000/- (Rupees one lakh and twenty thousand only)** must be deposited in the form of demand draft/FDR/ Bank Guarantee payable to "ICAR Unit – DMAPR payable at Anand" (at par cheques etc. are not acceptable). The particulars of the earnest money deposited must also be super scribed on the top of the envelope by indicating the draft/ FDR/ Bank Guarantee number and date, failing which the Tenders will not be opened. The Tenders will not be considered if earnest money is not deposited as per tender terms.

The EMD will be refunded to the unsuccessful tenderers' as promptly as possible whereas in the case of successful tenderer, EMD will be refunded after deposition of Security Deposit @ 5% of the contract value in form of Demand Draft/FDR/ Bank Guarantee.

3. The Tenderer is being permitted to give Tenders in consideration of the stipulations on his part that after submitting his Tenders, he will not resile from his offer or modify the terms and conditions thereof. If the Tenderer fails to observe and comply with the foregoing stipulation the aforesaid amount of Bid Security will be forfeited by the DMAPR. In the event of the offer made by the Tenderer not being accepted, the amount of earnest money deposited by the Tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Council/DMAPR.

4. If the Tenderer does not accept the offer, after issue of letter of award by DMAPR within 15 days, the offer made shall be withdrawn & Bid Security forfeited.

5. The ICAR- Directorate of Medicinal and Aromatic Plants Research does not pledge itself to accept the lowest or any other Tenders and also reserve to itself the right of accepting the Tenders in whole or in part of the Tenders. You are however at liberty to Tender for the whole or any portion or to state in the Tenders that the rates quoted shall apply only if the Tenders are considered fully. Other conditional Tenders will not be accepted.

6. The Selected Agency/Successful Tenderer has to deposit a **Security Deposit @ 5% of the contract value** through Account payee Demand Draft/FDR/ Bank Guarantee, only after receiving a communication from the DMAPR. In the event of non-deposition of the same, the Bid Security will be forfeited.

The Security deposit will be refunded on expiry of the contract. The dues, if any, not settled by the Agency will be recovered from the Security deposit.

7. No interest on security deposit and earnest money deposit shall be paid by the Council/Institute to the Tenderer.

8. GST or any other tax on material in respect of this contract shall be payable by contractor and Institute will not entertain any claim whatsoever in this respect. However the Income tax 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 rule.

9. The Director, ICAR- Directorate of Medicinal & Aromatic Plants Research 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.

10. Decision of the Director, ICAR- Directorate of Medicinal & Aromatic Plants Research will 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 level and will not be referred to arbitration.

11. Acceptance by the Institute will be communicated by FAX/e-mail, Express letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX/e-mail/Express letter etc. should be acted upon immediately.

12. The Agency/Firm shall comply with all the legal requirements for obtaining license under Contract Labour (Regulation and Abolition) Act, 1970 at his own part and cost, and as per rules.

Scope of Work:

The work of providing of security services at Main Campus, Boriavi and Farm Campus, Lambhvel shall have to be under taken without causing any damage to the DMAPR properties. In case, any damage is caused by the guards deployed by the contractor while executing security work at Main Campus, Boriavi and Farm Campus, Lambhvel 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 at Main Campus, Boriavi & Farm Campus, Lambhvel. In case any such theft occurs, the responsibility for the same shall rest with the agency and the agency shall have to restore the loss caused to the DMAPR 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 premises. The watch and ward agency will be responsible for round the clock watch and ward and services of the points assigned to them in three shifts, keeping the records of entry and exist of the person / vehicles/ bikes coming to the centre and action to be taken as per security points of view.

- 1] The contractor shall not sublet the work without prior written permission of the DMAPR.
- 2] The Watch and ward agency would be solely responsible for payment of security guards / supervisors on or before 7th of each month according to minimum wages act [revised time to time as per Govt. of India / State Govt. whichever higher is applicable orders]. Payment for security work will be made monthly upon submission of pre-receipted bill. However, the bill may be prepared with full details indicating all the charges separately keeping in view the actual mandays provided during the month. The intimation/detail of payment of the salary to the security guards / supervisors will be furnished to security section every month before verifying the monthly bill of next month.
- 3] The Contractor has to pay the wages to the guards as per the prevailing minimum wages according to the minimum labour wages act in the relevant field. EPF and ESI subscription / WC in respect of the guards will be deposited by the contractor to the concerned department, for which they will have to submit self attested copy of the receipts to the In-charge Security Section.
- 4] The contractor has to pay the **Wages and Variable Dearness Allowance** at the enhanced rate announced by the govt. from time to time which will be reimbursed by this Directorate. If the contractor fails to pay the **Wages and VDA** to the security staff, the same will be deducted from the bill and will be disbursed to the security staff. The DMAPR, Boriavi will pay the **Wages and Variable Dearness Allowance at the enhanced rate announced by the Central or State Govt. whichever is higher without any statutory obligations. Bonus will be payable on VDA portion as well and will be re-imbursed by this Directorate.**
- 5] The contract can be terminated at any point of time if the services of the firm are not found satisfactory. In such an event , the work of maintenance of Security at Main Campus, Boriavi and Farm Campus, Lambhvel shall be got done from other source at the expenses of the defaulting firm.
- 6] **All the personnel deployed will perform their duty in proper uniform. The contractor has to provide two sets of uniforms (light blue shirt and dark grey trousers / light grey shirt and**

black trousers) along with belt, shoes, caps etc. as advised by this Directorate and will maintain a smart turn out. The watch and ward agency should have ceremonial uniforms for special occasions which may be provided to the engaged security guards whenever necessary. The watch and ward /security guard should be properly trained and have well sense of security measures.

- 7] All essential items for security services personnel like Torch, Lathi, whistles, gumboots, rain coat, umbrella etc. may be provided by the agency at its own cost. Stationary required to maintain various entries/records shall be provided by the agency.
- 8] The Security Services shall have to be provided for the entire locality of the Main Campus, Boriavi and Farm Campus, Lambhvel both inside and at its main gates. The campuses can be inspected any day any time.
- 9] After physical inspection of the site, a very detailed assessment / requirements of security personnel for providing security services at the Main Campus, Boriavi and Farm Campus, Lambhvel 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 within one year.
- 10] The agency shall employ good and reliable persons with mentally alert, physically fit, and clean record within the age group of **20 to 45 years preferably**. In case any of the personnel so provided is not found suitable, the DMAPR shall have the right to ask for their replacement without giving any reasons therefore and the agency shall on receipt of a verbal/written communication will have to replace such persons immediately.
- 11] The rates to be quoted should include cost of each and every item including transportation cost, manpower cost etc. The DMAPR shall not bear any extra charge on any account whatsoever i.e. EPF contribution, Uniform, Liveries, Stationary items, OTA etc. other than the quoted in the tender.
- 12] The contractor will discharge all its legal obligations in respect of the 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 DMAPR 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 the Director, ICAR- Directorate of Medicinal & Aromatic Plants Research shall be final and binding on the contractor.
- 13] The selected agency shall provide the necessary personnel for providing Security services at Main Campus, Boriavi & Farm Campus, Lambhvel as per labour acts prevalent in Central Govt / State Govt.
- 14] Income Tax @ 2% will be deducted from the payments due for the work done as per rule.
- 15] The guards should be able to communicate in Hindi and also in English if possible.
- 16] No security point awarded under contract should be left unmanned/unguarded, in any circumstances. Security personal should not leave their points unless and until the reliever comes for shift duties, Security supervisor will maintain all the registers, which are kept at main gate & other points.

- 17] Security personnel have to check all the office buildings, rooms after 6.00 PM to ensure whether whole building is locked properly.
- 18] Security personnel should not give lenient or casual impression in the duties and they should be alert and attentive. In case, any guard is found involved in any undesirable/immoral/mischievous/mis-behavioral activities, which adversely affect the Institute, he will be removed.
- 19] Security personnel should observe movement of all the staff, labourer's and visitors etc.
- 20] Security personnel should not allow anybody with vehicles to office or inside the campus without proper entry in the visitor's registers.
- 21] All the vehicles are to be parked in the parking place only. The vehicle should be checked by the Security Guard on duty at main gate while coming inside and while going out.
- 22] Proper entries are to be made while handing over key or while taking keys back from any staff of DMAPR.
- 23] The security personnel should follow strict attendance and alternative arrangements are to be made by the agency whenever any Security Supervisor / Security Guards is going on leave under intimation to this office.
- 24] Changing of Security Supervisor / Security Guards should be intimated to the Officer-in-charges, Security.
- 25] Patrolling to the identified points as per Annexure-I to be carried out .
- 26] The Security staff should follow the codal formalities of Security System while on duty.
- 27] The Security personnel should ensure that proper gate pass has been issued by the competent Officers for the items taken out of the campus. In case of any doubts, they should immediately contact the office, Officer-in-charge, Security.
- 28] No security guard will be allowed to perform duty in two consecutive shifts i.e. without a proper break.
- 29] The watch and ward agency should provide Identity Card with photograph, complete address and phone number to all security guards engaged for the job on awarding the contract. All the guards should wear identity card whilst on duty. At the time of deployment of security personnel, the In-charge Security/ Committee will verify all such records including antecedents clearance by Police.
- 30] It will be the duty of the Security Agency to keep entire Main Campus, Boriavi and Farm Campus, Lambhvel free of stray dogs.
- 31] To make proper co-ordination Company / Agency authorities will visit the Directorate campus minimum once in a month or whenever required so that discrepancies / irregularities related to security matters may be directly conveyed to the Agency.

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LIQUIDATED DAMAGES CLAUSE / PENALTY CLAUSE:

1. An amount equivalent to two days of contract amount, subject to a minimum of `500/- 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 by DMAPR and if no action is taken within one hour liquidated damages clause will be invoked.
2. Any misconduct/misbehavior on the part of manpower deployed by the agency will not be tolerated and such persons(s) will have to be replaced immediately.

The Director, ICAR- Directorate of Medicinal & Aromatic Plants Research reserves the right to reject any or all Tenders in whole or in part without assigning any reasons thereof. The decision of the Director, ICAR- Directorate of Medicinal & Aromatic Plants Research shall be final and binding on the contractor / agency in respect of any clause covered under the Contract .

SCOPE OF THE WORK REQUIRED FOR SECURITY ATTENTION AT VARIOUS POINTS:-

MAIN CAMPUS, BORIAVI

- | | | |
|----|----------------------------------|-----------------------------|
| 1. | Main Gate | Round the Clock (in shifts) |
| 2. | Field area including inventories | Round the Clock (in shifts) |
| 3. | Buildings | Round the Clock (in shifts) |

FARM CAMPUS, LAMBHVEL

- | | | |
|----|----------------------------------|-----------------------------|
| 1. | Gate No.1 | Round the Clock (in shifts) |
| 2. | Gate No.2 | Round the Clock (in shifts) |
| 3. | Field area including inventories | Round the Clock (in shifts) |

There will be 14 shifts of security guards and 4 shifts of Security Supervisors and they have to be manned by the respective personnels and relievers keeping in view the weekly off as per statutory provisions. The firms should quote accordingly considering the total number of shifts involved and the relievers required.

Note:-

1. Additional guards have also to be deployed during important meetings / functions as and when required. No extra payment will be made on this account.
2. Separate arrangement for security supervisor should be made for both the farm campus. At least both the supervisors [i.e. one at Boriavi and other at Lambhvel] in two shifts should preferably be ex- serviceman with alert mind and sound health.
3. Firm to whom contract is awarded should deploy one field officer who can co-ordinate with Security in-charge (ICAR-DMAPR) for smooth conduct of security services.
4. Duty hours should be as per the Labour laws and Acts.

(Reference for BOQ) (To be quoted in format provided on CPP Portal)

Price bid for **JOB WORK CONTRACT FOR PROVIDING THE SECURITY SERVICES AT MAIN CAMPUS, BORIAVI AND FARM CAMPUS, LAMBHVEL (IFB-3)** at ICAR-Directorate of Medicinal and Aromatic Plants Research, Boriavi -387 310, Anand, Gujarat:

Sl.No	Name of the item	Quantity	Per unit price* (in figure/words) as per BOQ for 30.5 days. (INR)
1	Supervisor [Desirable Ex Serviceman]	Four Shifts	
2	Guard	Fourteen Shifts	
	[I] ----- Total [1] + [2]		
	[II] EPF per month @13.15%		
	[III] Bonus per month @ 8.33% of Rs. 7,000/- or minimum wages paid whichever is higher		
	[IV] Cost of Liveries [400/- per month]. The contractor has to provide new liveries of 02 sets including shoes, uniform as per the dress code provided by this Directorate, belt, cap etc. at the time of commencement of contract or else will not be reimbursed.		
	[V] Liability other than EPF/bonus and other applicable taxes etc. applicable from time to time. The tenderer should account for TDS amount @2% of the total payment excluding GST i.e. at the highest applicable rates irrespective of the status of the tenderer as an individual contractor / firm / trust. It may be noted that the rate of income tax will be computed @2% of the total payment including service charges excluding GST i.e. at the highest applicable rates irrespective of the status of the tenderer as an individual contractor / firm / trust.		
	[VI] The Service charge of the contractor (for 1 month) considering all unforeseen expenses such as cost of providing lathi, torches, whistles, gumboots, raincoat, umbrella, WC etc.		
	Total [I] + [II] + [III] + [IV] + [V] + [VI]		
	GST [As applicable]		
	Grand total		
	In words		
	Note: PLEASE QUOTE YOUR RATE / MONTH i.e. 30.5 MANDAYS FOR THE REQUIRED MANDAYS AS PER THE MINIMUM WAGES FOR THE PARTICULAR SCHEDULE OF WORK [WATCH AND WARD] AS NOTIFIED BY THE CENTRAL IOR STATE GOVERNMENT WHICHEVER IS HIGHER AS ON THE DATE OF PUBLICATION OF THIS TENDER.		

*Tax extra as applicable should be indicated separately in the column provided.

NOTE: Although the personnel requirement has been indicated as 4 & 14 shifts of supervisors & guards respectively, the deployment of each personnel will only be as per the statutory labour laws. The firms are advised to quote accordingly.

Note: The above mentioned Financial Proposal/Commercial Bid format is provide as BoQ_XXXX.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BoQ_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the Financial Bid. **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-DMAPR.



भारतीय कृषि अनुसंधान परिषद - औषधीय एवं सगंधीय पादप अनुसंधान निदेशालय
 बोरीआवी - 387 310, आणंद, गुजरात, भारत.
ICAR-Directorate of Medicinal and Aromatic Plants Research
Boriavi - 387 310, Anand, Gujarat, India.
 Ph.No: (02692) 271600,05,06 Fax: (02692) 271601. Website: www.dmapr.org.in

Name of the Firm :

Registered /Postal Address :

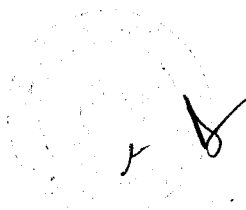
1	Permanent Account Number (PAN) No	
2	Service Tax Registration No.. if applicable	
3	BANK DETAILS:	
a	Bank Name	
b	Branch Address	
c	Account No	
d	Type of Account (Current/Savings)	
e	MICR No	
f	RTGS/NEFT Code	

Date:

Name of the Authorized Signatory

Place:

Stamp & Signature



TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

To,

Date:

.....
.....
.....
.....

Sub: Acceptance of terms and conditions of tender.

Tender Reference No.:

Name of tender/work:-

.....
.....
.....

Dear Sir,

1. I/We have downloaded / obtained the tender documents(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), schedules(s), etc.,) which form part of the contract agreement and I/We shall abide hereby by the terms / conditions / clauses contained therein.

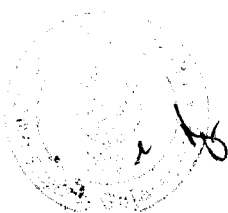
3. The corrigendum(s) issued from time to time by your department / organisation too have also been taken into consideration, while submitting this acceptance letter.

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

5. I/We do hereby declare that our Firm has not been blacklisted / debarred by any Govt. Department/Public Sector Undertaking.

6. I/We certify that all information furnished by our Firm is true and correct and, in the event , that the information is found to be incorrect/untrue or found violated, then your department/organisation shall without giving any notice or reason therefore will 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



INSTRUCTION FOR ONLINE BID SUBMISSION:

The bidders are requested 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:

- Bidders are required to enrol 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 Enrolment"** on the CPP Portal which is free of charge.
- As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 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.
- 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 / nCode / eMudhra etc.), with their profile.
- 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.
- 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:

- 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.
- 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.
- 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:

- Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 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 deviation from these may lead to rejection of the bid.
- 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.
- 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:

- 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.
- The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- Bidder has to select the payment option as "Offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 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.
- Bidders are requested to note that they should necessary 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 changes. Once the details have been completed, the bidder should save it and submit it online, without

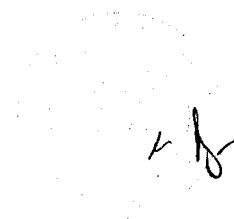
✓

changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- The server time (which is displayed on the bidder's 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.
- 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 authorised bid openers.
- The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 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.
- 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:

- 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.
- 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.

A circular stamp is partially visible, containing some illegible text. Overlaid on the stamp is a handwritten signature and the initials 'L B'.

DETAILS OF JOB WORK CONTRACT AND E.M.D

Sl. No	Item	Qty	Earnest Money in INR	File No. for reference
1	JOB WORK CONTRACT FOR PROVIDING THE SECURITY SERVICES AT MAIN CAMPUS, BORIAVI AND FARM CAMPUS, LAMBHVEL	--	1,20,000/-	F. No. 19-2/08-Contract/ Vol. X