



भा.कृ.अनु.प - राष्ट्रीय याक अनुसंधान केन्द्र

ICAR - NATIONAL RESEARCH CENTRE ON YAK

दिरांग-७९०१०१, पश्चिम कामेंग जिला, अरुणाचल प्रदेश, भारत

DIRANG-790101, WEST KAMENG DISTRICT, ARUNACHAL PRADESH, INDIA



File No. 2(27)/2020-Admn./430

Date: 09.06.2020

ONLINE (E-PROCUREMENT) BIDDING DOCUMENTS FOR THE JOB WORK CONTRACT FOR HIRING OF CONTRACTUAL MANPOWER AT ICAR-NRC ON YAK, DIRANG OFFICE AND NYUKMADUNG FARM UNDER RATE CONTRACT FOR A PERIOD OF ONE YEAR

(Documents to be submitted online for Technical & Financial Bid)

NOTICE INVITING ONLINE TENDER

The Director, ICAR-NRC on Yak, Dirang, Arunachal Pradesh, India, invites e-tenders through e-Procurement website of Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app> under two bid systems from the reputed firms / agencies for job work contract for hiring of contractual manpower (Un-Skilled, Semi-Skilled, Skilled & Highly Skilled) at ICAR-NRC on Yak, Dirang Office cum Laboratory and Nyukmadung Farm under Rate Contract for a period of 1 (one) year from the date of agreement (until otherwise specified).

Approximate Estimated Value of the Contract	Bid Security (EMD)	Cost of Tender Form
₹1,60,00,000/- (Rupees One Core Sixty Lakhs Only)	₹3,20,000/- (Rupees Three Lakhs Twenty Thousand Only)	₹1,000/- (Rupees One Thousand Only)

CRITICAL DATE SHEET

Date of release of e-Tender through e-procurement portal	:	15.06.2020 at 09.00 hours
Document Download Start Date	:	15.06.2020 at 09.00 hours
Bid Submission Start Date (Cover-1 & Cover-2)	:	15.06.2020 at 09.15 hours
Bid Submission End Date (Cover-1 & Cover-2)	:	29.07.2020 up to 05.00 hours
Bid Opening Date (Cover-1), Technical Bid	:	31.07.2020 at 10.00 hours
Address for Communication	:	The Director, ICAR-National Research Centre on Yak, Dirang-790101, West Kameng District, Arunachal Pradesh- Phone No. 03780-242259, 242387

Sd/-
प्रशासनिक अधिकारी
Administrative Officer

TERMS & CONDITIONS OF THE CONTRACT

1. Tender documents can be downloaded from the ICAR-NRC on Yak, Dirang, Arunachal Pradesh website <https://www.nrcy.icar.gov.in> or from the e-Procurement website of Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app>. Bidders should enroll/register in the e-procurement module of Central Public Procurement Portal through the website <https://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.
2. 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.**
3. Tenderers/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.
4. The bidders may submit duly filled and completed bidding document ONLINE as per instruction contained in the bidding documents. Incomplete bid shall be rejected.
5. In case, holiday is declared by the Government on the day of opening the e-bids, the same will be opened on the next working day at the same time. The Director, ICAR-NRC on Yak, Dirang, Arunachal Pradesh reserves the right to accept or reject any or all the tenders.

6. **Tender Fee (Non-Refundable):**

- 6.1. The interested Bidders/Tenderers are required to deposit **Tender Fee of ₹ 1,000/- (Rupees one thousand) only to Institute's Bank Account THROUGH CORE BANKING TRANSFER/ RTGS/ NEFT/ BANK CHALLAN on or before last date and time of Bid Submission.** The signed and stamped, scanned copy of Bank Challan/ Receipt/ Counterfoil, etc. in PDF form should be included in Cover-I of the E-tender. **The bids/offers without tender fee will be rejected.**
- 6.2. **The Bank Accounts details of the Institute are as below:**

Bank Name	:	State Bank of India
Bank Branch	:	Dirang Branch (06010)
Account Number	:	11862656313
Account Name	:	ICAR Unit NRC on Yak, Dirang
IFS Code No	:	SBIN0006010
MICR Code No	:	784002519

7. **Bid Security (EMD):**

- 7.1. The interested bidders/ tenderers are required to deposit **Bid Security (Earnest Money Deposit) of ₹ 3,20,000/- (Rupees three lakhs twenty thousand) only to Institute's Bank Account THROUGH CORE BANKING TRANSFER/ RTGS/ NEFT/ BANK CHALLAN on or before the last date and time of Bid Submission.**
- 7.2. **Bid Security (EMD) may also be deposited** in the form of **Bank Guarantee/ Fixed Deposit Receipt** from any of the Commercial Banks in favour of **ICAR Unit-NRC on Yak, Dirang** and addressed to **the Director, ICAR-National Research Centre on Yak, West Kameng District, Dirang, Arunachal Pradesh-790101** and should be reached in original at this Institute **on or before the last date and time of Bid Submission.** The scanned copy of the same in PDF form should be included in Cover-I of the E-tender. **The bids/offers without Bid Security (EMD) will be rejected.**
- 7.3. Bidder shall not be permitted to withdraw his offer or modify the terms & conditions thereof. In case the bidder fail to observe and comply with stipulation made herein or backs out after quoting the rates, the aforesaid amount of Bid Security (EMD) will be summarily rejected.

- 7.4. In case of bidder/ firm is registered with Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department, shall be exempted from the payment of Bid Security (EMD). 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. However, in the event that a firm that has claimed Bid Security (EMD) exemption turns out to be Lowest One (L-1), the firm will have to deposit the requisite Performance Security and no exemption will be given in that case.
- 7.5. **The Bid Security (EMD) will be forfeited, if the bidder/tenderer withdraws or amends its Bid or impairs or derogates from the Bid in any respect within the period of validity of its Bid.**
- 7.6. The Bid Security (EMD) will be returned to the unsuccessful bidders without any interest only after finalization of the tender process.

NOTE	
At the time of submitting the e-Tender, the Bidders/ Tenderers are advised to select the payment option on e-Procurement Portal as 'OFFLINE' to pay the requisite Tender Fee and Bid Security (EMD) as applicable.	

8. **Online Submission of e-Bids:** The bidders/ tenderers are required to upload copies of the following documents :-

8.1. **TECHNICAL BID (Cover-I):**

Sl. No.	COVER-I		File types
	Documents	Content	
1.	Technical Bid	Scanned copy of Bank Challan / Receipt / Counterfoil, etc. (duly signed and stamped by the concern bank) for depositing Tender Fee and Bid Security (EMD) or its exemption, if any.	.pdf
2.		Signed and stamped, scanned copy of valid registration/ incorporation certificate of the firm issued by Appropriate Authority under the <i>Companies Act, 1956/ 2013 or any other Act.</i>	.pdf
3.		Signed and stamped, scanned copy of valid labour licence under Contract Labour (R&A), 1970 Act issued by appropriate authority of Ministry of Labour, Govt. of India.	.pdf
4.		Signed and stamped, scanned copy of [1] Valid EPF and ESIC Registration Certificate [2] PAN Card, [3] GSTIN Registration Certificate, [4] Valid solvency certificate from scheduled nationalized bank more than ₹40.00 lakh in the letter head of the Bank, [5] Income Tax Return (ITR) for the last two financial years.	.pdf
5.		Signed and stamped, scanned copy of experience certificate providing related services (un-skilled, Semi skilled, Skilled & Highly skilled) as per the latest ministry of Labours guidelines for at least 03 years in last 10 years in Govt of India/State Govt./ICAR/other Govt Organisation and Private Sector Organisation.	.pdf
6.		Signed and stamped, scanned copy of Challans/ Receipts for depositing EPF and ESIC contributions for the latest 3 months for at least 50 persons.	.pdf
7.		Dully filled, signed and stamped, scanned copy of [1] Tender Acceptance letter as per <i>Annexure-I</i> ; [2] Mandate Form for Bank details as per <i>Annexure-II</i> ; [3] Certificate about Non-Black Listing as per <i>Annexure-III</i> and [4] Checklist as per <i>Annexure-VI</i>	.pdf

8.2. **FINANCIAL BID (Cover-II):**

Sl. No.	Content	File Type
(a)	Price Bid as BoQ.xlsx	.xlsx

9. The bidders are advised to download this BoQ.xlsx as it is and quote their 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 Bid Security (EMD) would be forfeited and tenderer is liable to be banned from doing business with ICAR-NRC on Yak, Dirang, Arunachal Pradesh.**

- 9.1. The bidders are advised to quote / offer their rates for different Categories of Manpower **[including BASIC Rate + Variable Dearness Allowance (VDA)]** at Column '5' of the BoQ i.e. Minimum Wages Per Day.

NOTE

The quoted/ offered rates on account of **Minimum Wages Per Day** should not be less than the mandated norms as prescribed by the Chief Labour Commissioner(C), Ministry of Labour & Employment, Govt. of India, New Delhi, **filling which the bid shall be summarily rejected.**

- 9.2. The bidders are also advised to quote their offered Service Charges in '**Rupees**' ONLY at Column '6' of the BoQ.

NOTE

Bids quoting "NIL" or negligible service charge, shall be treated as non-responsive and will be rejected.

- 9.3. The statutory liability of Employer's share in account of EPF & ESIC are mandatory and be paid on Mutatis Mutandis as per government norms.
- 9.4. The amount of GST as applicable rate will be reimbursed on monthly bill basis as per Govt. of India norms.
10. No request for alteration in the rates once quoted will be permitted within the period of contract. However, rate may be revised with proportionate increase **of VDA/Wages** notified by the Chief Labour Commissioner(C), Ministry of Labour & Employment, Govt. of India, New Delhi from time to time.
11. The Director, ICAR-NRC on Yak reserves the right to reject any or all quotation in whole or in part without assigning any reason therefore. The decision of Director, ICAR-NRC on Yak, shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.
12. **SCOPE OF WORK:** To perform different jobs relating to Typing, Data entry, File movement, Record management, Field-farm, Laboratory, Housekeeping, Watch and ward for yak, maintenance of AKMU & preparation of different Scientific reports, Driving of heavy vehicle, Tractor operator, Feed block machine operator, Cleaning, Sanitation and Grass cutting etc.

13. **PERFORMANCE SECURITY DEPOSIT:**

- 13.1. The successful bidder shall be required to deposit Performance Security Deposit @ **5% (five percent)** of the value of the contract as specified in the bid document within **14 (fourteen) days** from the date of issue of Award of Contract (AoC) in the form of **Demand Draft/ Bankers Cheque** issued by "**STATE BANK OF INDIA**" ONLY drawn in favour of "**ICAR UNIT, NRC ON YAK**" payable at "**SBI DIRANG BRANCH (CODE: 06010)**" or by core banking system/ online transfer to our Institutes Bank Account (with intimation to this office):

- 13.2. Performance Security Deposit may also be accepted in the form of Bank Guarantee/ Fixed Deposit Receipt (FDR) from any of the Commercial Banks and should be valid for a period of 60 (sixty) days beyond the date of completion of all contractual obligations of the supplier.
- 13.3. The Performance Security Deposit will be refunded after expiry of the contract period as well completion of all contractual obligations of the supplier. The dues, if any, not settled by the Firm /Agency will be recovered from the Performance Security Deposit.
- 13.4. No interest on Performance Security Deposit shall be paid by the Council/ Institute to the Firm/ Agency.
- 13.5. **If the successful tenderer/ bidder refuse or unable to deposit Performance Security Deposit within the time frame i.e. 14 (fourteen) days from the date issue of Award of Contract (AoC), the Bid Security (EMD) will be forfeited automatically and subsequently the contract will offer to the L-2 tenderer/ bidder.**
14. **PERIOD OF RATE CONTRACT: 1 (ONE) year** from the date of agreement (until otherwise specified).
15. **ENGAGEMENT OF CONTRACTUAL LABOUR/ MANPOWER:**
- 15.1. The Agency will engage sufficient number of labour force for satisfactory performance of the work per day and must comply with all labour rules including payment of minimum wages prescribed by Government.
- 15.2. The workers / laborers so provided by the Contractor/ 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 persons so engaged by the Agency in the aforesaid services.
- 15.3. The Institute shall not directly or indirectly employ any person of the Contractor/ Agency during the period of contract or thereafter under any circumstances.
- 15.4. The Contractor/ Agency shall himself maintain his labourer force and supervisory staff as required and as directed from time to time by ICAR-NRC on Yak, Dirang, Arunachal Pradesh to provide highest standards of maintenance of housekeeping.
- 15.5. The workers/ laborers provided shall be under the direct control and supervision of the Contractor/ Agency. However, they shall comply with the oral and written instructions given on day to day basis, by the officer(s) authorized by ICAR-NRC on Yak, Dirang from time to time. They will be bound by office timing, duty, placement, locations etc. as decided by the authority of ICAR-NRC on Yak, Dirang.
- 15.6. Any misconduct/ misbehavior on the part of the manpower deployed by the Contractor/ Agency will not be tolerated and such person will have to be replaced immediately. The Agency/ Contractor or his workers/ laborers shall not misuse the premises allotted to this for any purpose other than for which the contract is awarded.
- 15.7. The manpower provided should also maintain secrecy and discipline in the premises of Institute.
- 15.8. The manpower provided should be capable of reading and writing in Hindi and English as per requirement of the Institute and the necessary requisition will be furnished on monthly basis.
16. **LIQUIDATED DAMAGES CLAUSE:**
- 16.1. An amount subject to a minimum of ₹ **1,000/-** will be levied as liquidated damages, whenever and wherever it is found that the work performed by the Contractor/ Agency is not up to the mark in any Section on that particular day. It will be brought to the notice of

the supervisory staff of the firm by ICAR-NRC on Yak and if no action is taken within one hour, liquidated damages clause will be invoked.

16.2. The Institute will keep a constant check on the quality of the services provided by the Contractor/ Agency on daily basis. In case of the complaint for continued unsatisfactory services provided or any violation to the terms of the contact, the Institute may impose further financial penalty in multiples of ₹ **1,000/-** depending upon the gravity of the complaint / amount of losses and suitable deductions from the Contractor/ Agency bill for which the Institute's decision will be made which will be final and binding on the Contractor.

16.3. If the required number of workers are less than the minimum required on any working day, a penalty of ₹**500/-** per worker (irrespective of category) per day will be deducted from the Contractor/ Agency bill.

17. **MODE OF PAYMENT:**

17.1. The payment shall be released by ICAR-NRC on Yak, Dirang to the Contractor / Agency on monthly **re-imburement basis ONLY**, therefore, first-of-all the Contractor / Agency has to make the payment to their worker/ labour , engaged at ICAR-NRC on Yak, Dirang in the form of **E-PAYMENT ONLY** directly to their bank account latest by **5th of the following month**. The acquaintance roll of such payment along with the attendance sheet of their worker/ labour has to be furnished duly counter signed by the concerned Section In-charge or Authorized Officer of ICAR-NRC on Yak with the bill/invoice of preceding month, ***failing which the bill will not be processed in any circumstances.***

17.2. The Contractor/ Agency will have to furnish the documentary evidence of receipts/ challans of monthly deposition of EPF and ESIC of their individual workers / laborers engaged at this Institute with their bill/ invoice of preceding month, ***failing which the bill will not be processed in any circumstances.***

17.3. After fulfillment of above terms & conditions as specified under Clause 17.1&17.2, the Contractor/ Agency shall raise and submit the pre-receipted monthly bill/ invoice in triplicate duly certified by the Administrative Officer of this Institute and the re-imburement will be made after verification of the same through Public Financial Management System (PFMS) within reasonable time.

17.4. Applicable TDS will be deducted from the monthly bill as per norms.

18. **The Contractor must employ adult labour only. Employment of child labour may lead to the termination of the contract.**

19. The Contractor/ Agency must ensure that while making the monthly payment to their workers/ labourers, engaged at ICAR-NRC on Yak, Dirang should not be violated the Minimum Wages Rates prescribed by the Chief Labour Commissioner(C), Ministry of Labour & Employment, Govt. of India, New Delhi.

20. The Contractor/ Agency shall keep a complaint register with his supervisor and it shall be open to verification by the authorised officer of the Institute for the purposes. All complaints should be immediately attended to by the Agency.

21. The agreement is terminable with one month notice on either side.

22. The Contractor/ Agency shall not sublet the work without prior written permission of ICAR-NRC on Yak.

23. The Contractor/ Agency will discharge all his legal obligations in respect of the workers/labourers in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of laws in force that may be applicable to them from time to time, viz. Statutory obligations under Contract Labour (Regulation & Abolition) Act 1970, Minimum Wages Act, etc. The Contractor/ Agency has to indemnify and keep indemnified the Institute, from any claims, loss or damages that may be caused to the Institute on account of the Contractor's/ Agency's failure to comply with their obligations under various laws towards their workers/

labourers employed by them or any loss/ damage caused to the Institute due to act/ omissions of the Contractor/ Agency. In case of any dispute, the decision of Director, ICAR-NRC on Yak shall be final and binding on the Contractor/ Agency.

24. The Contractor/ Agency has to get all the engaged workers/ labourers insured against any liability arising under the Workman's compensation act or under the common law. The agency is to agree to indemnify against any claim that the Institute may have to meet in respect of their workers/labourers on account of any accident or for any other reason.
25. ICAR-NRC on Yak, Dirang reserves the right to discontinue the service at any time, if the service are found unsatisfactory by giving a show-cause 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 an account of this can be recovered from Security Deposit or pending bills or by rising a separate claim.
26. Legal jurisdiction for all disputes shall be within the purview of the Bomdila court, West Kameng District, Arunachal Pradesh, India.
27. For any query/ clarification with respect to the tender shall be approached to: **Contact No. 03780-242259, 242387, 9436229518, 9774343660 Fax No. 03780-242273, Email: yakdirector@gmail.com or aaonrcy@gmail.com or Ngoichung.khochilu@icar.gov.in.**

Sd/-

प्रभारी प्रशासनिक अधिकारी
Administrative Officer I/c.

(On the letter head of the Firm)

TENDER ACCEPTANCE LETTER

To,

**The Director,
ICAR-National Research Centre on Yak,
Dirang, West Kameng District,
Arunachal Pradesh-790101**

Sub: Acceptance of terms and conditions of tender.

Tender Reference No: 2(27)/2020-Admn./430 , dt. 09.06.2020

Name of Tender/Work: Job work contract for hiring of contractual manpower (Un-Skilled, Semi-Skilled, Skilled & High Skilled) at ICAR-NRC on Yak, Dirang under Rate Contract for a period of 1 (one) year from the date of agreement (until otherwise specified).

Sir,

1. I/we have downloaded/ obtained the tender document(s) for the above mentioned 'Tender/Work' from the website (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 the terms/ conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization 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 the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason thereof or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said Bid Security (Earnest Money Deposit) absolutely.

Date:

Yours faithfully,

Place:

(Signature of the Bidder, with Official Seal)

(On the letter head of the Firm)

MANDATE FORM FOR BANKING DETAILS

To,
The Director,
ICAR-National Research Centre on Yak,
Dirang, West Kameng District,
Arunachal Pradesh-790101

Sub: Submission of mandate form for banking details.

Tender Reference No: 2(27)/2020-Admn./430 , dt. 09.06.2020

Name of Tender/Work: Job work contract for hiring of contractual manpower (Un-Skilled, Semi-Skilled, Skilled & High Skilled) at ICAR-NRC on Yak, Dirang under Rate Contract for a period of 1 (one) year from the date of agreement (until otherwise specified).

Sir,
I/We, the undersigned is proving herewith the mandatory banking details of our company/
firm/ agency:

1.	Name of the Firm:	
2.	Registered /Postal Address:	
3.	Permanent Account Number: (PAN No.)	
4.	Goods & Service Tax Registration Number (GSTIN No.)	
5.	Bank Details:	
	a. Bank Name	
	b. Branch Address	
	c. Account Number	
	d. Type of Account (Current/ Saving)	
	e. IFSC Code	
	f. MICR Code	

Date:

Name of Authorized Signatory

Place:

Stamp & Signature

(On the letter head of the Firm)

SELF-DECLARATION FOR NON BLACK LISTING

To,

**The Director,
ICAR-National Research Centre on Yak,
Dirang, West Kameng District,
Arunachal Pradesh-790101**

Sub: Submission of Self-declaration for Non-black Listing.

Tender Reference No: 2(27)/2020-Admn./430 , dt. 09.06.2020

Name of Tender/Work: Job work contract for hiring of contractual manpower (Un-Skilled, Semi-Skilled, Skilled & High Skilled) at ICAR-NRC on Yak, Dirang under Rate Contract for a period of 1 (one) year from the date of agreement (until otherwise specified).

Sir,

1. I/We _____ on this date _____ do hereby confirm and declare that our company/firm/agency viz. M/s. _____ has never been blacklisted by any Central/ State Government/ Autonomous Bodies/ Public Section Undertaking/ Research Institutes/ Educational Institutes/ Regulatory Authorities of India at any time.
2. In the event of any such information pertaining to the aforesaid matter found at any given point of time either during the course of the contract or at the bidding stage, my bid/contract shall be liable for truncation / cancellation / termination without any notice at the sole discretion of the Tender Inviting Authority (TIA).

Authorized signatory of bidder with seal

Name _____

Designation _____

Place _____

Date _____

Date:

Name of Authorized Signatory

Place:

Stamp & Signature

CHECK LIST UNDER TECHNICAL BID

SI No.	Criteria for evaluation	Document submitted
1	Name, Address and Name of the Authorised representative of the firm with photograph in official letter head of the Firm duly certified by the owner office bearer of the firm	YES/NO
2	PDF copy of the Bank Challan/ Receipt/ Counterfoil, etc. (duly signed and stamped by the concern bank) for depositing Tender Fee and Bid Security (EMD) or its exemption, if any.	YES/NO
3	PDF copy of valid registration/ incorporation certificate of the firm issued by Appropriate Authority under the <i>Companies Act, 1956/ 2013 or any other Act.</i>	YES/NO
4	PDF copy of valid labour licence under Contract Labour (R&A), 1970 Act issued by appropriate authority of Ministry of Labour, Govt. of India.	YES/NO
5	PDF copy of Valid EPF and ESIC Registration Certificate [2] PAN Card, [3] GSTIN Registration Certificate, [4] Valid solvency certificate from scheduled nationalized bank more than ₹ 40.00 lakh in the letter head of the Bank, [5] Income Tax Return (ITR) for the last two financial years.	YES/NO
6	PDF copy of experience certificate providing related services (un-skilled, Semi skilled, Skilled & Highly skilled) for at least 03 years since last 10 years in Govt of India/State Govt./ICAR/other Govt Organisation and Private Sector Organisation.	YES/NO
7	PDF copy of experience certificate providing related services (un-skilled, Semi skilled, Skilled & Highly skilled) for at least 03 years since last 10 years in Govt of India/State Govt./ICAR/other Govt Organisation and Private Sector Organisation.	YES/NO
8	PDF copy of Challans/ Receipts for depositing EPF and ESIC contributions for the latest 3 months for at least 50 persons.	YES/NO
9	PDF copy of [1] Tender Acceptance letter as per <i>Annexure-I</i> ; [2] Mandate Form for Bank details as per <i>Annexure-II</i> ; [3] Certificate about Non-Black Listing as per <i>Annexure-III</i> and [4] Checklist as per <i>Annexure-VI</i>	YES/NO

This is to certify that I / We have carefully read the contents of the tender document and fully understood to all the terms and conditions therein and undertake myself/ourselves to abide the same.

Name of Authorized Signatory

Stamp & Signature

INSTRUCTIONS FOR ONLINE BID SUBMISSION

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement (CPP) Portal (URL: <https://eprocure.gov.in/eprocure/app>). 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 registration on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CP Portal. More information useful or 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 <https://eprocure.gov.in/eprocure/app> by clicking on the link 'Click here to Enroll'. Enrolment on the CPP portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose 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 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 DSCs 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 Tender' folder. This would enable the CPP Portal to intimate the bidders through SMS/emails in case there is any corrigendum issued to the tender documents.
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 documents 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 name and content of each of the documents that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidders, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be PDF/XLS forms. 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, GST Registration, Authorization, 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. 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 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 bidders has to digitally sign and upload the required bid documents one by one as indicated in the tender documents.
3. Bidder has to select the payment option as "offline" to pay the Tender Fee/Bid Security (EMD) as applicable and enter details of the instrument.
4. Bidder should prepare the Tender Fee/ Bid Security (EMD) as per the instructions specified in the tender documents.
5. Tender Fee/ Bid Security (EMD) in original should be send to the Tender Procession posted as per the /couriered /given in person to the Tender Inviting Authority (TIA) as per the instructions 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.
6. A standard BoQ format has been provided with the tender documents 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. Bidders are required to download to BoQ file, open it and complete the while coloured (unprotected) cells with the 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 bidders 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.
7. The serve 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 bidder, opening of bids etc. the bidders should follow this time during bid submission.
8. 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.
9. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
10. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid number and the date of time of submission of the bid with all other relevant details.
11. 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 terms and conditions contained therein should be addressed to the **Tender Inviting Authority (TIA)** 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 0120-4200462, 0120-4001002 or ATARI No. 0291-2748412.

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