



| Government eProcurement System | | eProcurement System Government of India | | | | | |
|---|---|---|--|---------------------|------------------------------|-----------------------|----|
| Tender Details | | Date : 15-Apr-2024 10:23 AM | | | | | |
|  | |  Print | | | | | |
| Basic Details | | | | | | | |
| Organisation Chain | Department of Agricultural Research and Education Indian Council of Agricultural Research,DoARE,MoA National Research Centre on Equines | | | | | | |
| Tender Reference Number | 8-286/W/2023 | | | | | | |
| Tender ID | 2024_DARE_803907_1 | Withdrawal Allowed | Yes | | | | |
| Tender Type | Open Tender | Form of contract | Lump-sum | | | | |
| Tender Category | Works | No. of Covers | 2 | | | | |
| General Technical Evaluation Allowed | No | ItemWise Technical Evaluation Allowed | No | | | | |
| Payment Mode | Not Applicable | Is Multi Currency Allowed For BOQ | No | | | | |
| Is Multi Currency Allowed For Fee | No | Allow Two Stage Bidding | No | | | | |
| Cover Details, No. Of Covers - 2 | | | | | | | |
| Cover No | Cover | Document Type | Description | | | | |
| 1 | Fee/PreQual/Technical | .pdf | Tender for Repair and renovation of Drivers room at ICAR-NRCE, Hisar | | | | |
| 2 | Finance | .xls | BOQ for Repair and renovation of Drivers room at ICAR-NRCE, Hisar | | | | |
| Tender Fee Details, [Total Fee in ₹ * - 0.00] | | | EMD Fee Details | | | | |
| Tender Fee in ₹ | 0.00 | | EMD Amount in ₹ | 0.00 | EMD Exemption Allowed | No | |
| Fee Payable To | Nil | Fee Payable At | Nil | EMD Fee Type | fixed | EMD Percentage | NA |
| Tender Fee Exemption Allowed | No | | EMD Payable To | Nil | EMD Payable At | Nil | |
| Click to view modification history | | | | | | | |
| Work /Item(s) | | | | | | | |
| Title | Tender for Repair and renovation of Drivers room at ICAR-NRCE, Hisar | | | | | | |
| Work Description | Tender for Repair and renovation of Drivers room at ICAR-NRCE, Hisar | | | | | | |
| Pre Qualification Details | Please refer Tender documents. | | | | | | |
| Independent External Monitor/Remarks | NA | | | | | | |
| Tender Stage to disclose bid details to other bidders/public domain | No | | | | | | |
| Tender Value in ₹ | 69,738 | Product Category | Civil Works - Buildings | Sub category | NA | | |

| | | | | | |
|--------------------------------|---------------------|----------------------------------|--------|------------------------------|---------------------|
| Contract Type | Tender | Bid Validity(Days) | 90 | Period Of Work(Days) | 45 |
| Location | ICAR-NRCE, Hisar | Pincode | 125001 | Pre Bid Meeting Place | NA |
| Pre Bid Meeting Address | NA | Pre Bid Meeting Date | NA | Bid Opening Place | ICAR-NRCE, Hisar |
| Should Allow NDA Tender | No | Allow Preferential Bidder | No | | |

Critical Dates

| | | | |
|--|----------------------|--|----------------------|
| Publish Date | 15-Apr-2024 11:00 AM | Bid Opening Date | 07-May-2024 03:00 PM |
| Document Download / Sale Start Date | 15-Apr-2024 11:00 AM | Document Download / Sale End Date | 06-May-2024 03:00 PM |
| Clarification Start Date | NA | Clarification End Date | NA |
| Bid Submission Start Date | 16-Apr-2024 09:00 AM | Bid Submission End Date | 06-May-2024 03:00 PM |

Tender Documents

| NIT Document | S.No | Document Name | Description | Document Size (in KB) |
|--------------|------|--------------------|---|-----------------------|
| | 1 | Tendernotice_1.pdf | Tender document for Repair and renovation of Drivers room at ICAR-NRCE, Hisar | 1073.33 |

| Work Item Documents | S.No | Document Type | Document Name | Description | Document Size (in KB) |
|---------------------|------|------------------|----------------------|---|-----------------------|
| | 1 | Tender Documents | 8-286TenderDocus.pdf | Tender document for Repair and renovation of Drivers room at ICAR-NRCE, Hisar | 1057.58 |
| | 2 | BOQ | BOQ_844995.xls | BOQ for Repair and renovation of Drivers room at ICAR-NRCE, Hisar | 284.50 |

Bid Openers List

| S.No | Bid Opener Login Id | Bid Opener Name | Certificate Name |
|------|---------------------------|-----------------|------------------|
| 1. | sunilsharma1507@gmail.com | Sunil Sharma | SUNIL |
| 2. | shammityagi786@gmail.com | Shammi Tyagi | SHAMMI TYAGI |
| 3. | bpnrce@gmail.com | Om Parkash | OM PARKASH |

Tender Properties

| | | | |
|--|--------|--|-----------------------|
| Auto Tendering Process allowed | No | Show Technical bid status | Yes |
| Show Finance bid status | Yes | Show Bid Details in Public Domain stage | Technical Bid Opening |
| BoQ Comparative Chart model | Normal | BoQ Compative chart decimal places | 2 |
| BoQ Comparative Chart Rank Type | L | Form Based BoQ | No |

TIA Undertaking

| S.No | Undertaking to Order | Tender complying with Order | Reason for non compliance of Order |
|------|------------------------------------|-----------------------------|------------------------------------|
| 1 | PPP-MII Order 2017 | Agree | |
| 2 | MSEs Order 2012 | Agree | |

| Tender Inviting Authority | |
|----------------------------------|------------------------------|
| Name | Director NRCE |
| Address | ICAR-NRCE, Sirsa Road, Hisar |
| Tender Creator Details | |
| Created By | Sunil Sharma |
| Designation | Assistant |
| Created Date | 15-Apr-2024 10:14 AM |

**ICAR- NATIONAL RESEARCH CENTRE ON EQUINES**

भा.कृ.अनु.प.— राष्ट्रीय अश्व अनुसंधान केन्द्र
SIRSA ROAD, HISAR – 125 001 (HARYANA)
सिरसा रोड, हिसार—125 001 (हरियाणा)



Phone No -01662-275787, 276748, 276151. E-mail ID : po.nrce@icar.gov.in

e-Tender Notice No : 8-286/W/2023 dated 15 Apr 2024

Online item rate tenders in TWO Stage system are invited on behalf of the Director, ICAR-NRCE, Hisar, through e-tendering mode from eligible contractors and those on appropriate list of CPWD, M.E.S., Railways and State PWD and contractors of repute having adequate experience and capabilities to execute similar works (as defined here after) of such magnitude.

1. Brief details of work.

| | | |
|------|--|--|
| 1.1 | Name of work | Repair/renovation of Driver's room at ICAR-NRCE, Hisar |
| 1.2 | Estimated cost put to tender | Rs. 69,738/- (including GST) |
| 1.3 | Earnest Money Deposit(EMD) | EMD Declaration to be submitted in lieu of EMD as per Annexure-IV |
| 1.4 | Bid Validity days | 90 days after opening of technical bid |
| 1.5 | Completion period | The time allowed for carrying out work will be 30 days |
| 1.6 | Tender processing fee | -NIL- Note :- Amount & mode subject to change as per the terms and conditions of <u>Central Public Procurement Portal</u> . |
| 1.7 | Performance guarantee | 5% of Tender value |
| 1.8 | Defect liability period | 03 (Three months) |
| 1.9 | Date of publishing/issue/start | As per CPP Portal |
| 1.10 | Document download start date | As per CPP Portal |
| 1.11 | Document download end date | As per CPP Portal |
| 1.12 | Date & time of pre-bid meeting | As per CPP Portal |
| 1.13 | Venue of pre-bid meeting | As per CPP Portal |
| 1.14 | Last date & time of uploading of bids | As per CPP Portal |
| 1.15 | Date & time of opening of Technical bids | As per CPP Portal |
| 1.16 | Date & time of opening of Financial bids | As per CPP Portal |
| 1.17 | Date of publishing/issue/start | As per CPP Portal |
| 1.18 | Address for communication | The Director ICAR-NRCE, Hisar-125001 |
| 1.19 | E-mail address | po.nrce@icar.gov.in |

Assistant Administration Officer (W)

**ICAR-NATIONAL RESEARCH CENTRE ON EQUINES
SIRSA ROAD HISAR – 125 001**

F. No.: 8-286/W/2023

Dated: 15.04.2024

Online tenders are invited for submission of quotation for “Repair/renovation of Driver’s room” at ICAR-NRCE, Hisar along with possible repair/new installations as per description mentioned in Annexure -1.

1. Online bids are invited from the registered manufacturer firms/their authorized dealer etc./suppliers/contractors for **“Repair/renovation of Driver’s room” at ICAR-NRCE, Hisar** along with possible repair/new installations as per description mentioned in Annexure -1.
2. Interested eligible bidders are requested to submit their quotations through E-procurement portal website <https://eprocure.gov.in/eprocure/app> alongwith all necessary documents as per terms and conditions laid down below. Notice inviting bids is also available on Institute website <http://www.nrce.gov.in>. The tender can be uploaded/submitted by 06.05.2024 upto 15.00 PM and the tender will be opened on 07.05.2024 at 15.00 PM.
3. The Director, NRCE, Hisar reserves the right to accept or reject all or any of the quotation in part or full.
4. Bid Security:- A Bid security declaration should be furnished by all the bidders (on company letter pad) stating that if I/We withdraw or modify the bid(s) during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of two year to submit bids with this office in future.
5. The purchaser will evaluate and compare the quotation which are substantially responsive i.e. which are properly prepared and signed and meet the required terms and conditions, specifications etc. The purchaser will award the contract to the bidder whose quotation will be determined to be response and offers the best evaluated price.
6. Successful quoter/bidder has to deposit 5% amount of the total cost of the inspection and repair work as Performance Security money in the form of DD/BG/FDR in favour of ICAR UNIT NRCE, Hisar etc.
7. The payment of said purchase/work is to be made on completion of satisfactory supply/installation.
 - I. Quotation shall remain valid for acceptance for a period of not less than 90 days after the specified date of opening of the order.
 - II. The firms on whom the work order is placed within the period of validity of the offer will be required to execute the works within 30 days from the date of issue of the work/contract order. If the bidder fails to deliver any or all of goods/services, the purchaser shall deduct from the contract price as liquidated damages a sum equivalent to 0.5% of the delivery price of the delayed goods for each week of delay. The maximum limit of such deduction will be of 10% of service contract price. Once the maximum is reached the contract will be considered terminated of the contract automatically, if the same have not been terminated already.
8. The firms are required to upload copies of the following documents:-
 - a) Registration Certificate of the firm with the appropriate State/local Government.
 - b) Contractor should be registered with CPWD, MES or any other Public Works organization/undertaking of Govt. of India or State Govt.
 - c) Last two year continuous experience of the firm in the field of providing such services/works

in Central Govt. establishments/Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public or private Govt. of India/Corporations of Govt. of India/reputed public or private organizations. Provide the details in enclosed tabular form.

- d) Duly certified copies of the satisfactory services where the tenderer is providing the services for the last two years.
 - e) EPF registration certificate issued by concerned authority.
 - f) ESI registration certificate issued by concerned authority.
 - g) GST registration certificate issued by Govt. etc. without GST No. quotation will be rejected straight way.
 - h) Bidders may visit the site for physical inspection before quoting their rates. Sites can be inspected by the bidders on any working day at 11.00 AM onwards before opening the bid. Bidders should bring their IDs while visiting this Centre for the site inspection. Bidders who have visited the site may also upload certificate of inspection (as per the Annexure-III).
9. An undertaking to the effect that firm/supplier/contractor has not been blacklisted/ debarred by any Govt. department/ Public sector undertaking during last 3 years.
10. Any dispute/litigation will be subject to Hisar jurisdiction only.
11. Bidders are required to submit this original tender enquiry (all the pages) duly stamped and signed on every page for our record. Dealer may submit the authorization letter otherwise quotation will be rejected.

Yours faithfully

Assistant Administration Officer (W)

SCOPE OF WORK

Name of Work : Repair/renovation of Driver's Room at ICAR-NRCE, Hisar

| S.No | Description | Qty | Unit | Rate | Amount |
|------|-----------------------------------|-----|------|------|--------|
| 1. | P/F PVC paneling of 6-9mm | 250 | Sqft | | |
| 2. | P/F Vitrified floor tiles (2'x2') | 240 | Sqft | | |
| 3. | Dismantling of concrete slab | 30 | Sqft | | |
| | Total | | | | |
| | GST | | | | |
| | Grand Total | | | | |

Assistant Administration Officer (W)

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 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 including all documents like annexure(s), schedule(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/ organisation 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. 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 the our Firm is true & correct and in the event that the information is found to be incorrect/ untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.
7. I/ We hereby undertake to declare that if I/We withdraw or modify the bid(s) during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of two year to submit bids with this office.

Yours Faithfully

(Signature of the bidder, with official seal)

Declaration about Site Inspection (By Bidder)

To
The Director,
ICAR-NRCE, Hisar

Subject: Submission of Tender for the work of “**Repair/renovation of Driver’s room**” at **ICAR-NRCE, Hisar**

Dear Sir/Madam,

It is hereby declared that as per terms and conditions of this tender document, I/ We the bidder inspected and examined the subject site and its surrounding and satisfy myself / ourselves as to the nature of the ground and sub-soil (so far as is practicable), the forms and nature of the site./ ourselves before submitting the bid, the accommodation which may require and all necessary information as to risks, contingencies and other circumstances which may influence or affect our bid have been obtained. I/We the bidder shall have full knowledge of the site and no extra charge consequent upon any misunderstanding or otherwise shall be claimed in later date. I /We bidder shall be responsible for arranging and maintaining at own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a bid by me/us implies that I / We have read this notice and all other contract documents and has made myself /ourselves aware of the scope and specifications of the work to be done and local conditions and other factors having a bearing on the execution of the work

.

Sincerely

(Duly authorized signatory of the Bidder)

Declaration in lieu of submitting Earnest Money Deposit Proforma for Declaration in lieu of submitting Earnest Money Deposit

(Scanned copy of this Declaration to be uploaded at the time of submission of bid)

Whereas, I/we (Name of agency) have submitted bids for Name of work :- **“Repair/renovation of Driver’s room” at ICAR-NRCE, Hisar.**

I/we hereby submit following declaration in lieu of submitting Earnest Money Deposit:-

1. If after the opening of tender, I/we withdraw or modify my/our bid during the period of validity of tender (including extended validity of tender) specified in the tender documents,

Or

2. If, after the award of work, I/we fail to sign the contract, or to submit performance guarantee before the deadline defined in the tender documents,

I/we shall be suspended for **Two years** and shall not be eligible to bid for NRCE tenders from date of issue of suspension order.

.....

Signature of the Bidder(s)

**Proforma for Undertaking regarding obtaining GST Registration Certificate
of the State in which work is to be taken up**

(Scanned copy of this notarized undertaking to be uploaded at the time of submission of bid, if required)

If work is awarded to me, I/we shall obtain GST Registration Certificate of the State, in which work is to be taken up within one month from the date of receipt of award letter or before release of any payment by NRCE, Hisar, whichever is earlier, failing which I/we shall be responsible for any delay in payments which will be due towards m/us on a/c of the work executed and/or for any action taken by NRCE or GST department in this regard.

.....
(Signature of Bidder(s))

- 1.
- 2.

Or

.....
(An authorized Officer of the firm with stamp)

.....
(Signature with Seal)

Proforma for AFFIDAVIT for not being blacklisted/debarred/restrained

(Scanned copy of the notarized affidavit to be uploaded at the time of submission of bid)

I/we undertake and confirm that our firm/partnership firm has not been blacklisted and/or debarred/restrained by any Central Govt./State Govt. Agency/Autonomous body of the Central or State Govt./PSU etc. Further that, if such information comes to the notice of the Institute, then I/we shall be debarred for bidding in the Institute in future forever. Also, if such information comes to the notice of the Institute on any day before date of start of work, the competent authority shall be free to cancel the agreement and to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee.

.....
(Signature of Bidder(s))

Or

.....
(An authorized Officer of the firm with stamp)

.....
(Signature with Seal)

Proforma of Declaration on Details of the Bidders

(To be printed in Company's Letterhead)

(Scanned copy of the Performance Reports to be uploaded at the time of submission of bid)

DECLARATION

I/We hereby declare that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge. I/we have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

Particulars of the bidder as per following details:

| | | |
|-----|---|--------|
| 1. | Name of the firm/organization | |
| 2. | Type of the firm/organization Public Ltd./Private Ltd./Registered firm | |
| 3. | Registered address | |
| 4. | Address of Office | |
| 5. | Contact people | |
| 6. | Name & Designation | |
| 7. | Landline & Mobile Numbers | |
| 8. | E-mail IDs | |
| 9. | PAN No. | |
| 10. | GST No. | |
| 11. | EPFO Reg. No. | |
| 12. | ESIC Reg. No | |
| 13. | EMD Declaration attached with signature | Yes/No |
| 14. | Has the applicant even been required to suspend any project for a period of more than six months continuously after commencement of work? | Yes/No |
| 15. | Has the applicant even been convicted by a court of law? | Yes/No |
| 16. | All forms submitted as desired in the bid | Yes/No |
| 17. | Details of any litigation in which the applicant is/was involved | |
| 18. | Integrity Pact | |
| 19. | Undertaking regarding no subletting of work | |

We further declare that our organization has not been blacklisted/delisted or put to any holiday by any Institutional agency/Govt. Department/Public Sector Undertaking in the last three years.

Date:

.....
(Signature of Bidder(s) with seal)

Proforma for submission of Details of Eligible Similar Nature of works completed* during the last seven years ending previous day of the last date of submission of tenders

The Contractor needs to submit the supporting documents in the following tabular format :

| S.No | Name of the work or project | Owner or sponsoring organization | Cost of the work in Rupees | Stipulated actual completion | Date of completion |
|------|-----------------------------|----------------------------------|----------------------------|------------------------------|--------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Date :

Signature of Bidder(s) with seal

TERMS AND CONDITIONS

1. Initial Eligibility Criteria for participation in tendering :

Contractors who fulfill the following requirements shall ONLY be eligible to apply.

1.1 Proof of having experience in execution of similar nature of works. Bidders should be a registered firm in India. Joint ventures and or Consortiums are not acceptable.

1.2 Experience in similar works:

Should have satisfactorily completed the works of magnitude as mentioned below during the last Seven years ending last day of month previous to the one in which tenders are invited (based on certification of performance issued by client of the works):

- (a) One similar completed work of aggregate value not less than Rs. 4.72 lakhs.
- (b) Two similar completed works, each value not less than Rs. 2.40 lakhs.
- (c) Three similar completed works, each value not less than Rs. 1.50 lakhs.

Intending bidder is eligible to submit the bid provided he has definite proof from the appropriate authority, which shall be to the satisfaction of the competent authority of having satisfactorily completed similar works.

Similar work means : Civil Maintenance/Miscellaneous Civil/Structural Works etc.

- 1) For this purpose cost of work shall mean gross value of the completed work including cost of materials and labour charges.
- 2) Cost of components of work executed other than those mentioned in definition of similar work shall be deducted while arriving at the value of similar work for eligibility. Bidder shall submit certified abstract of cost of similar components in support of this.

1.3 Turnover :

Should have average annual financial turn over on Maintenance/construction works should be at least Rs. 4.72 lakhs during the immediate last 3 consecutive financial years.

Further details if required may be asked from the contractor after opening of technical bids.

1.4 The bidder should have

- (a) Construction plant & machinery, equipment, accessories & other infrastructure facilities to complete the work in scheduled time.
- (b) Required Technical staff.
- (c) PAN (Permanent Account Number).
- (d) EPF & Insurance.
- (e) GST Registration Number.
- (f) Firm Registration.
- (g) Valid Labour Licence.
- (h) Acknowledgement of upto date GST filed Return.
- (j) Last three financial year's income tax filing acknowledgement receipts.
- (k) CPWD/PWD registration certificate.

1.5 To become eligible, the bidders shall have to furnish an affidavit as under:-

I/We undertake and confirm that eligible similar work(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Department, then

I/We shall be debarred for bidding in ICAR-NRCE in future forever. Also, if such a violation comes to the notice of Department before date of start of work, the Engineer-in-Charge shall be free to forfeit the entire amount of Performance Guarantee.

1.6 **Instruction for Online BID submission**

This tender document has been published on the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>). The bidders are required to submit softcopies of their bids electronically on the CPP Portal, using valid *Digital Signature Certificates (DSC)*. 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>.

1.6.1 **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, “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 a unique username and assign a password for the accounts.
3. Bidders are advised to register their valid e-mail address and mobile number 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 2 or class 3 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 bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs into the site through the secured log-in by entering their user ID Password and the password of the DSC/eToken.

1.6.2 **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, in place of organization name by putting keyword DARE, 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. The tenders can be moved to the respective “My Tenders” folder. This would enable the CPP portal to intimate the bidders through SMS/email in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assign to each other; in case they want to obtain any clarification/help from the Helpdesk.

1.6.3 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 bids. Please note the number of covers in which the bid documents have to be submitted. Any deviations from these may lead to rejection of the bids.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLS/RAR/DWF formats. Bid documents may be scanned with 100 dpi with black & white option.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor's certificates, etc.) has been provided to the bidders. Bidders can use "My Space" are 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 upload again and again. This will lead to a reduction in the time required for bid submission process.

1.6.4 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 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 "on-line" to pay the EMD as applicable and enter details of the instrument.
4. A standard BOQ Format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BOQ file, open it and complete the white colored [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 online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
OR
In some cases, financial bids can be submitted in PDF format as well (in lieu of BOQ).
5. 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.
6. All the documents being submitted by the bidders would be encrypted using PK1 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.
7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8. 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 No. and the date & time of submission of the bid with all other relevant details.

9. Add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

1.6.5 Assistance to bidders

1. Any queries relating to 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 Help Desk.

1.6.6 General Instructions to bidders

1. The tenders will be received online through portal (URL: <https://eprocure.gov.in/eprocure/app>). In the technical bids, the bidders are required to upload all the documents in PDF format.

2. Possession of a valid class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through (URL: <https://eprocure.gov.in/eprocure/app>). Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".

Tenderers are advised to follow the instructions provided in the "Instructions to the tenderer" for the e-submission of the bids online through the Central Public Procurement Portal for e-procurement at (URL: <https://eprocure.gov.in/eprocure/app>).

2. Tender Participation :

(a) The intending bidder must read the terms and conditions of "NOTICE INVITING TENDER" carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.

However, if a Tenderer quotes nil rates against each item in item rate tender or does not quote any percentage above/below on the total amount of the tender or any section/sub head in percentage rate tender, the tender shall be treated as invalid and will not be considered as lowest tenderer.

2.1 LIST OF DOCUMENTS TO BE SCANNED AND UPLOADED.

(Certified copies of all the scanned and uploaded documents)

List of documents to be scanned and uploaded within the period of bid submission. The following mandatory documents to be submitted with online bid submission:

The Online bids (complete in all respect) must be uploaded online in two Envelops as explained here:-

2.1.1 Envelope-1 : Technical Bid

The following mandatory documents to be provided as a single PDF file in the same sequence as listed for an eligible bid:

1. Accreditation/Registration certificate, if any.
2. EMD Declaration as per Annexure-IV.
3. Certificate of Registration for GST and Acknowledgement of up-to-date filed Return or Annexure-V.
4. EPF & ESI Registration copies.
5. Copy of PAN Card.
6. Declaration on Details of the Bidders Annexure-VII.
7. Details of Similar Nature of Works Completed as per Annexure-VIII.
8. Copies of last three financial years income tax filing acknowledgement copies.

2.1.2 Envelope-2 : Financial Bid

Price bid should be submitted in BOQ format.

2.2 Applicants are advised to keep visiting the above mentioned web-sites from time to time (till the deadline for bid submission) for any updates or corrigendum in respect of the tender documents, if any. Failure to do so shall not absolve the applicant of his liabilities to submit the bids complete in all respect including updates/corrigendum thereof, if any. An incomplete bid submission may be liable for rejection.

2.3 The tenderers are advised to submit their offer/upload their documents well before the due date and time, to avoid last minute rush on the server or complications in uploading. Be responsible for any incomplete and late Tenders:

- (a) If any tenderer repeats to fail in submission of originals after uploading the offer without any valid reason, the tenderer will be debarred from participation for a minimum period of one year.

2.4 Invalid Tenders:

The bid submitted shall become invalid and cost of bid & e-Tendering processing fee if any shall not be refunded if:

- (i) The bidder is found ineligible.
- (ii) The bidder does not upload all the documents (Mandatory scanned documents, Techno-Commercial bid (Part 'A') and Financial bid (Part 'B', certificate of registration of Sales GST registration and other documents as stipulated in the bid document within the prescribed period.
- (iii) Any discrepancy is noticed between the documents as uploaded at the time of submission of bid online and hard copies as submitted in physically in the office of tender opening authority.

And the ICAR-NRCE,, Hisar shall, without prejudice to any other right or remedy, be at liberty to suspend from participation for a minimum period of one year.

2.5 Opening of Tenders:

(a) Online tender documents submitted by intending bidders shall be opened on the specified date and time only of those bidders, who have deposited e-Tender Processing Fee with **Central Public Procurement Portal** and Earnest Money Deposit/EMD declaration and other documents scanned and uploaded are found in order.

(b) After opening of Part 'A', Tenderer's Financial and technical capability, Time and quality consciousness, contractors ongoing/completed works, work sites & offices, nature of works executed, organization structures of tenderers, resources required for execution of the job, tendency of the company

with regard to making extraneous claims and disputes, site planning ability, tendency of the company to award the work on back to back/subletting etc. and their Techno commercial bid related documents will be evaluated. Accordingly, tenderers will be qualified/disqualified by the Competent Authority.

(c) **Inspection of works done by Bidders** : All the eligible similar works executed and submitted by the bidders may be got inspected by a committee which may consist client or any other authority as decided by NIT approving authority. The marks for the quality shall be given based on this inspection, if inspection is carried out.

(d) No modification in the tender shall be allowed after opening of Part 'A'.

(e) Part-B (Financial Bid) will be opened (Date to be notified separately) only of those bidders who qualify eligibility criterion mentioned in NIT and evaluation of Part-I (Technical Bid). Therefore bidders are required to submit the requisite data with documents in Part-I (Technical Bid) itself. Contractors can login and see the status of Bids after opening.

3. Prospective agencies shall satisfy themselves of fulfilling all the NIT criteria before submission of tender. Department reserves the right of non-consideration of tender of the agencies not fulfilling the NIT stipulations and/or having adverse report. If it is found that the tender is not submitted in the proper manner, or contains absurd rates it will be open for the Government to ignore the tender.

4. Any effort on the part of the bidder or his agent to exercise influence or to pressurize the employer would result in rejection of his bid. Canvassing of any kind whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.

5. The contractor shall not be permitted to tender for works in ICAR-NRCE in which his near relative (responsible for award and execution of contracts) is posted as Assistant Account Officer or as an officer in any capacity between the grades of Engineer/Scientific Officer and Scientific Assistant (both inclusive). Any breach of this condition by the contractor would render him liable to be removed from the approved list of contractors of this Department.

6. No Engineer of Gazetted rank or other Gazetted officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India is allowed to work as a contractor for a period of one year after his retirement from Government service, without the previous permission of the Government of India in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Government of India as aforesaid before submission of the tender or engagement in the contractor's service.

7. The tender for the works shall remain open/kept valid for acceptance for a period of 90 (Ninety) days from the last date of closing of online submission of tenders. If any tenderer withdraws his tender before the said period or issue of letter of acceptance, whichever is earlier, or makes any modification in the terms and conditions of the tender which are not acceptable to the department, or refuse to pay any pre-requisite fee, or do not pay any pre-requisite fee with reminders, or do not submit any requisite document with reminders then the ICAR-NRCE, Hisar shall, without prejudice to any other right or remedy, be at liberty to forfeit 100% of performance guarantee amount as aforesaid. Further, the tenderer shall not be allowed to participate in the re-tendering process of the work.

8. IF ANY INFORMATION FURNISHED by the applicant is found to be incorrect at a later stage, they shall be liable to be debarred from tendering/taking up works in ICAR-NRCE, Hisar in future forever.

Also if such a violation comes to the notice of Department before start of work, the Engineer-in-Charge shall be free to suspend for participation of future tenders of this department.

9. The Department reserves the right, without being liable for any damages or obligation to inform the bidder to (a) Amend the scope and value of contract. (b) Accept/Reject any or all the applications without assigning any reason thereof.

10. **RIGHT TO OMIT OR ADD ONE OR MORE ITEMS.**

The ICAR-NRCE, Hisar shall have the right to omit or add one or more items put in the tender either before or after an agreement for the work is entered into. In order to comply with the latest requirements of the Organisation, local development, control bodies, site conditions, certain variations in the execution of items may be warranted.

11. The competent authority on behalf of President of India does not bind himself to accept the lowest or any other tender, and reserves to himself the authority to reject any or all of the tenders received without the assignment of a reason. All tenders in which any of the prescribed conditions are not fulfilled or incomplete or any condition including that of conditional rebate is put forth by the tenderer shall be summarily rejected.

12. Competent authority on behalf of Director reserves the right of accepting the whole or only part of the tender and the tenderer shall be bound to perform the same at the rates quoted.

13. **Site Visit :**

(i) The tenderer shall acquaint themselves with the work and working conditions of the site and locality and no claim will be entertained for these issues.

(ii) Intending Tenders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the nature of the ground and sub-soil (so far as is practicable and applicable), the form and nature of the site, the means of access to the site. The accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender.

(iii) A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.

(iv) The tenderer shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents.

(v) The tenderers shall read the specifications and study the drawing carefully before submitting the tender. The contractors should procure required materials from the choice as per the specifications mentioned in the tender schedules. In case of ambiguity in regard to conditions and other related matters if any with the Tenders the decision taken by the OIC Engineering Section shall be final and binding.

14. GST in respect of this contract shall be payable by the contractor and Government will not entertain any claim whatsoever in this respect. Also, TDS on taxable Goods or Services or both, taxes and levies as applicable from time to time will be deducted from the bills as per the applicable laws.

Before submitting the tender, the tenderer will be deemed to have satisfied himself by actual inspection of the site and locality of the works, that all conditions liable to be encountered during the

execution of the works are taken into account and that the rates quoted in the tender forms are adequate and all inclusive to accord with the provisions of General Conditions of Contract for the completion of the works to the entire satisfaction of the OIC Engineer Section.

15. Ambiguities in rates quoted.

(a) If there are differences between the rates given by the contractor in words and in figures or in amount worked out by him, the following procedure shall be followed:-

(i) The bidder shall quote rates in figures only. The rates in words, amount of each item and total is generated automatically. Therefore, the rate quoted by the bidder in figures shall be taken as correct.

(ii) In case of percentage rate bid, the percentage quoted in figures shall be taken as correct.

(iii) In Lump Sum Contracts, the amount quoted in figures shall be taken as correct.

16. The tenderer whose offer is accepted is required to furnish Performance Guarantee for the due fulfillment of his contract. Performance Guarantee shall be 3% of tendered value in the form of FDR/Demand Draft/Pay Orders/Banker's Cheque of a Scheduled Bank issued in favour of Director, ICAR-NRCE, Hisar, including the extended period if any, valid up to period as mentioned in LOA or Order issued by the Department. In case the contractor fails to deposit the said performance guarantee within a week as indicated in Schedule, Director, ICAR-NRCE will be at liberty to cancel the contract.

17. Agreement:

(a) Agreement shall be drawn with the successful bidders in prescribed Form (Tender document alongwith other document) uploaded on the web site <https://eprocure.gov.in/eprocure/app> .

(b) Bidders shall quote their rates as per various terms and conditions of the said tender which will form part of the agreement.

(c) It will be obligatory on the part of the tenderer to sign the tender document for all the component parts.

(d) The written agreement to be entered into between the contractor and the ICAR-NRCE, Hisar shall be the foundation of the rights of both the parties and contract shall not be deemed to be complete until the agreement has first been signed by the Contractor and then by the proper officer authorized by ICAR-NRCE, Hisar to enter into the contract on behalf of the ICAR-NRCE, Hisar.

18. Authorised Representative:

On acceptance of the tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the Engineer-in-Charge shall be communicated to the Engineer-in-Charge. The successful tenderer will have to furnish the name and qualification of the Technical Assistants employed by the contractor with the willingness letter of the technical assistant and appointment orders of the contractor at the time of the concluding agreement.

19. The intending bidder must read the terms and conditions of CPWD-6 & 7 carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.

20. The Contractor shall keep himself fully informed of all acts and laws of the Central & State Governments, all orders, decrees of statutory bodies, tribunals having any jurisdiction or authority, which in

any manner may affect those engaged or employed and anything related to carrying out the work. All the rules & regulations and bye-laws laid down by Collector/MC etc. and any other statutory bodies shall be adhered to, by the contractor, during the execution of work.

21. Dispute resolution:

(a) The Institute reserves the right to amend rules whenever and wherever considered necessary and appropriate. The same shall be intimated to the agency in due course.

(b) Any dispute arising out of and in relation to this agreement shall be referred to the arbitration by sole arbitrator to be appointed by Director of the Institute. The arbitration would be conducted and governed by and under the provisions of Arbitration Act, 1996 and its amendments. Any legal dispute will be subject to jurisdiction of Hisar Courts only and no other court shall have the jurisdiction.

(c) Any dispute arising out of and in relation to this agreement shall be referred to the arbitration by sole arbitrator to be appointed by Director of the Institute. The arbitration would be conducted and governed by and under the provisions of Arbitration Act, 1996. Any legal dispute will be subject to jurisdiction of Hisar Courts only and no other court shall have the jurisdiction.

22. Materials Verification.

The contractor shall inform the Engineer in charge in advance, for verifying the materials used for said work like rods, paints done by the contractor on the very day of the above said events.

23. Timely Completion.

(a) The work included in this tender is of urgent nature.

(b) The work of all components must be started simultaneously and has to be delivered together or early within the given time schedule.

(c) The contractor has to deploy the labour and supervisory staff in shifts to meet the targeted completion date. The work may be executed in extended shifts or two shifts.

(d) Number of days from the date of issue of letter of acceptance for reckoning date of start shall be as per Schedule. *If the Contractor commits default in commencing the execution of the work as aforesaid, the performance guarantee shall be forfeited.*

24. Interest :

The contractor will not be entitled to claim any interest on arrears which he may be getting on the final settlement of accounts.

25. Clarifications and Corrigendum's :

The clarifications, corrigendum's uploaded by the department in MS Word, MS Excel, PDF, documents in website <https://eprocure.gov.in/eprocure/app> which should not be edited or corrected by bidders and not uploaded by them. These documents shall also be part of tender document.

26. Scope of Work.

The scope of the work listed at Annexure-I is indicative only. For the details of the works please refer to the BoQ and the work has to be done strictly as per the specifications in the BoQ and as per the direction of Engineer-in-Charge.

Assistant Administration Officer (W)

Validate

Print

Help

Tender Inviting Authority: <Director, ICAR-NRCE, Hisar >

Name of Work: <Repair/renovation of Driver's room at ICAR-NRCE, Hisar as per Annexure 1 >

Contract No: <8-286/W/2023>

Name of the Bidder/ Bidding Firm / Company :

[Empty field for bidder name]

PRICE SCHEDULE

(DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY)

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

| NUMBER # | TEXT # | NUMBER # | NUMBER | NUMBER # | NUMBER # | TEXT # |
|-----------------------------|--|--|----------------------------|---|--|-----------------------|
| Sl. No. | Item Description | CONSOLIDATE RATE In Figures To be entered by the Bidder in Rs. P | GST Amount in INR Rs. P | TOTAL AMOUNT Without Taxes in Rs. P | TOTAL AMOUNT With Taxes in Rs. P | TOTAL AMOUNT In Words |
| 1 | 2 | 7 | 9 | 13 | 14 | 15 |
| 1 | Description of Job Work | | | | | |
| 1.01 | Repair/renovation of Driver's room at ICAR-NRCE, Hisar as per Annexure 1 | | | 0.00 | 0.00 | INR Zero Only |
| Total in Figures | | | | 0.00 | 0.00 | INR Zero Only |
| Quoted Rate in Words | | INR Zero Only | | | | |